

Competition Standard for Architecture – CSA 2010

Principles of the Architectural Competition

Competition Rules for Architecture

Performance Profile of the Architectural Competition



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The following types of competition exist, each of which can be held in one or multiple stages in the form of an ideas competition or realisation competition:

The **public architectural competition** is the standard competition format. By issuing a public contest notice, the promoter requires an unlimited number of entitled participants to present competition projects. The public architectural competition is open to all entitled participants who satisfy the announced suitability criteria.

The **non-public architectural competition** is an exceptional procedure. It is only to be chosen when – justified by means of a more complex task – the promoter wishes to impose special requirements on the performance of the participants and when the expense associated with holding a public architectural competition would not be financially justifiable compared to the total expenditure of the project being the object of the procedure. By issuing a public contest notice, the promoter requires an unlimited number of interested participants to submit applications to participate. All entitled participants are free to apply. The jury selects at least six competition participants on the basis of the announced selection criteria, who must then present a competition project. The number of architects to be dealt with must be determined in accordance with the object of the competition; it must ensure a proper competition and is to be specified in the contest notice.

The **invited architectural competition** is an exceptional procedure. For public promoters, it is only allowed in the area that falls below the threshold under public procurement law. It only serves a purpose when promoters have sufficient market knowledge required to restrict the scope of participants or to select capable architects and when the expense associated with holding a public architectural competition would not be financially justifiable compared to the total cost of the project being the object of the procedure. The promoter requires a limited number of suitable competition participants to immediately submit competition projects. The minimum number of participants should be ensured depending on the size of the competition task: for floor spaces of up to 1000 m² at least 6 participants, from 1000 to 2000 m² at least 8 participants, over 2000 m² at least 10 participants.

For more information on the procedure of the three types of architectural competition and the subsequent negotiations with winners, see the procedural diagrams on the inside of the covers.

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Foreword

The architectural competition makes an outstanding contribution to the creation of quality architecture. Creators of architecture make a significant contribution to the economic and architectural development of our community by participating in competitions. As a quality-based and project-orientated procedure, the architectural competition shows that commissions of performances based on qualitative criteria achieve incomparably better results compared to those based on price wars.

Architectural competitions form a basis for architecture and it remains impossible to replace them with any other kind of procedure. Promoters therefore have the opportunity to determine the comparatively best solution for a construction task, building on the knowledge of numerous draft approaches, assisted by a jury. The result is that the projects achieve a much greater level of planning maturity.

The overall value of the projects which is generated by architectural competitions far outweighs the costs of the procedure. The economic benefit – in addition to the considerable amount of knowledge acquired – therefore lies with the promoter. On the other hand, the effort made by participants in architectural competitions is much more intensive than in prize competitions. Not least because of this, there is a claim to abide by certain rules.

Only by abiding by the competition principles applied by architects as part of their professional understanding and applying competition rules based on older regulations, is it possible to secure the collaboration of the most competent and willing experts for the architectural competition. These essential, normative texts are now brought together in the *Competition standard for architecture*.

Part A specifies the *Principles of the Architectural Competition*, the political positions of the Federal Chamber. Part B, the *Competition Rules for Architecture*, adapts the proven Competition Rules 2000 for the new peripheral conditions. Part C - the *Performance Profile of the Architectural Competition* – comprehensively describes the competition project for the first time and enables the minimum total prize money to be determined for the common types of competition.

The *Competition Standard for Architecture* takes an equally look at public and private promoters. On this demanding basis, architectural competitions will only be productive when they are held in a state of tension between experience and renovation by a procedural risk that is balanced for promoters and participants.

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On developing the rules for the architectural competition

A body of rules for architectural competitions does not need to be invented at the beginning of the 21st century; it is a good idea to continue the tried and tested while being mindful of its roots. Europe has a lively tradition of architectural ideas competitions and their regulation. Procedures for the traceable differentiation of the quality of artistic works, in particular in architecture and urban development, have been handed down, occasionally from antiquity, on numerous occasions from the early Modern era and frequently since the age of industrialisation, i.e. from the early 18th century.

As far as the history of competitions has been written, it can be established that informal competition procedures prevailed into the second third of the 19th century: no clear declarations of intent, unclear conditions of participation, rules created for one-off cases, opaque decisions, broken promoter promises without legal consequences. In parallel to the academic differentiation of the technical disciplines – obligatory lessons at the Vienna Polytechnic Institute founded in 1815 replaced academic freedom in about 1863 – formally sophisticated regulations for architectural competitions have been maturing in the German-speaking countries.

The self-understanding of architects at the time of the Austrian monarchy hardened in the advance towards self-awareness. Conflicts between architecture and state building authorities on the “style” in which specific state projects should have appeared were rife. Privately active technicians began to perceive technical interests in respect of the administration: in 1842 the *Abteilung für Baukunst (Department for Architecture)* in the Lower Austrian Trade Association; soon after the bourgeois “revolution” of 1848, the first professional association, the *Österreichische Ingenieur-Verein*, to which the architects affiliated themselves in 1864. This established forums that made demands for competitions and competition rules.

In 1849, a ministerial decree regulated the *Competition procedure for the designs of public buildings* for the first time. On 11 December 1860, the *State Ministerial Ordinance on the Principles for Civil Engineering*, the “Private Technician Act”, granted technical authority and social status to independent architects who had not yet been described as such. The imbueing of this high-aiming institute with social relevance of a practical planning nature took almost another fifty years.

Thus, groups of interested parties, such as the *Association of Austrian Engineers and Architects* or the *XIV. Gathering*

of *German Architects and Engineers* in Vienna in 1864 held the decisive public debate on initial professional principles for *competition standards*. The motive was to assure the quality of plans for public buildings and ultimately to preserve the public interest in the developed environment. The most trend setting rules to have been created to date are the *Principles for the procedure in public competitions* adopted by the *XV. Gathering* in Hamburg in 1868.

The *Association of Austrian Engineers and Architects* has published its *Principles for the procedure of competitions in the field of architecture and engineering* since 1874. The *Central Association of Austrian Architects*, founded in 1907 to represent independent, solely planning architects, drew up pertinent *Principles* for architectural competitions from 1910 onwards. The Engineering Chamber Act of 1913 created the civil engineer for architecture and building construction, the Civil Architects Ordinance of 1924 the professional title of architect. Nevertheless, the sovereignty of interpretation for the competition rules during the intra-war period remained with the *Central Association*.

Only the architects' sections established in the Austrian Engineers Chambers since 1951 published their own *Competition Rules for Architects* in 1953. In 1988, the Federal Engineers' Chamber created in 1969 produces the *Competition Rules of Architects* (CRA 1988); in 2000, the Federal Chamber of Architects and Chartered Engineering Consultants, which was established in 1993, produced the *Competition Rules for Architecture* (CRA 2000).

The latter may have been relativized as a term since 2002 by the Federal Public Procurement Act and the EU procurement regime operating in the background, but in terms of building culture, the CRA 2000 was extensively the measure of best practice for the holding of competitions until the appearance of CSA 2010. The apparent tendencies to legalise competition and procurement procedures suggested a revision of *CRA 2000*, which again focused on technical content.

The *Competition Standard for Architecture* (CSA 2010) advances the architectural competition for all promoters, because it delivers the best solutions: The public ones will benefit from the explanation of the architectural competition, which is only standardised in outline in the Federal Public Procurement Act. The architectural competition as a proven technique of building culture will be offered to the private ones. The historic connections between today's regulatory expectations of architecture creators and architectural competitions can be recognised from the fact that the initial, 142 year-old competition principles largely correspond to the new *Competition Standard for Architecture*.

Part A Principles of the Architectural Competition

Article I The meaning of the architectural competition

1 | Architectural competitions, when expertly organised, satisfy the extreme demands placed on the solution of a planning task and are therefore suitable for the acknowledged importance of the developed environment for individual and societal well-being.

2 | Architectural competitions ensure a high level of procedural certainty as they are formally more traceable than procedures supported by matured regulations – such as the *Competition Rules* presented as Part B of the *CSA 2010* – and deliver more plausible jury decision in terms of content due to the numerous possible solutions.

3 | Architectural competitions are, in so far as the planning task can be precisely described in advance, the most suitable procedure for obtaining the best possible plan and the best possible planning by a discipline or group of disciplines as well as for finding its author as a planner.

4 | Unlike prize competitions, architectural competitions are quality competitions and give the promoter the opportunity to identify the best possible plan and the best possible planning within an appropriate period of time and for reasonable expense.

5 | Architectural competitions are aimed at maximum quality standards, which is why additional measures have to be taken to comprehensively define the procedure in terms of content and formality: These measures refer to the preparation, implementation and follow-up of an architectural competition; they go far beyond any optimised definition of a procedure under procurement law.

6 | Architectural competitions are noted for their high degree of legal certainty, because the jury's judgments are decisions based on expertise and discretion and are therefore not directly contestable under public procurement law.

7 | Architectural competitions ensure transparency through the clearly traceable decision-making process based on the projects assessed by the jury.

8 | Architectural competitions can, as publicly implemented procedures with corresponding publicity, accelerate the implementation of projects.

9 | Compared to other methods or ordering plans and plannings, architectural competitions lead to more affordable buildings, if the best competition contribution is fully executed following a comprehensive and careful comparison.

10 | Architectural competitions are ideally suitable for preparing the award of all types of planning contracts.

Article II The principles of the architectural competition

1 | The type and implementation of an architectural competition must suit the type, degree of difficulty and size of the competition task.

2 | The high standard of the quality competition must be ensured by the comprehensive preparation of the task, the technical excellence of

procedural organisers, preliminary checkers and the jury and by unreserved discussion of the competition projects by the jury.

3 | Non-discriminatory access to architectural competitions that corresponds to the task must be ensured.

4 | Only a balance between experience and innovation as hurdles for determining the suitability to participate in the competition can mobilise the best forces for solving the competition task. Non-practising architects should therefore also be allowed to participate in the competition.

5 | A detailed public contest notice should interest the greatest possible number of suitable participants to take part in an architectural competition.

6 | The equal treatment of all participants must be ensured in all phases of an architectural competition.

7 | The anonymity of the competition projects before the jury must be ensured by the promoter until the jury reaches its final decision.

8 | As the willingness to participate in an architectural competition is directly related to the procedural risk that can be estimated on the basis of the competition documents, promoters must pay special attention to the clarity of the task and the unambiguousness of the declaration of intent.

9 | The number of participants in public architectural competitions should ensure a variety of solutions that corresponds to the complexity of the competition task on the one hand and not overextend the promoter on the other. Lottery procedures or other methods which are not based on jury's assessment of the quality of competition works that are the object of the procedure are not suitable for reducing the number of participants in public architectural competitions.

10 | The number of participants in invited and non-public architectural competitions must ensure a variety of solutions that corresponds to the complexity of the competition task; at least six participants are to be invited or selected.

11 | For architectural competitions with two or more stages, at least six participants must be involved in the final stage of the competition. All participants in the final stage of the competition are to be financially compensated for their participation.

12 | An architectural competition can only be held on the basis of a task that is clearly described in the competition brief and on a clear declaration of intent from the promoter.

13 | The jury must be professionally and technically competent, with at least half of the jury comprising professional jury members who are independent of the promoters.

14 | In order to make it easier for a jury to analyse the quality of the competition projects, digitally supported, quantifying evidential procedures can be applied to aspects of the assessment, in particular to energy

efficiency and lifecycle costs. Quantifying systems for the assessment criteria as a whole are not to be derived from this because jury decisions cannot by their nature be quantified as decisions in terms of expertise and discretion.

15 | The creator of the best competition projects is to be compensated appropriately for their participation in the form of prizes allocated to the prize rankings, as well as recognition prizes and flat-rate financial compensation.

16 | The competition task is finally decided upon by a colloquium of the jury together with a tour of the competition location, to which all participants and interested participants are to be invited.

17 | The general public is to be informed about a completed architectural competition through publication of the jury minutes, a temporary exhibition of all the competition works and a permanent presentation of the results on the internet.

18 | The protection of intellectual property is to be ensured through an unambiguous declaration issued by the promoter in respect of the intended utilisation rights.

Article III The purpose of the *Competition Standard for Architecture*

1 | The *Competition Standard for Architecture* establishes the rights and obligations of the promoter and the jury in respect of the participants.

2 | The *Competition Standard for Architecture* contains all the principles and regulations of the architectural competition which are important to the Federal Chamber of Architects and Chartered Engineering Consultants and the Regional Chambers.

3 | The *Competition Standard for Architecture* allows the Federal Chamber or the Regional Chambers to assess an architectural competition and, if necessary, to justify any cooperation with its promoter.

4 | Each architectural competition held in cooperation with the Federal Chamber or one of the Regional Chambers is based on the *Competition Rules for Architecture (CSA 2010 - Part B)* and the *Performance Profile of the Architectural Competition (CSA 2010 - Part C)*.

Article IV The definition of the architectural competition

1 | Architectural competitions are in principle quality-based, project-orientated selection procedures.

2 | In terms of method, architectural competitions are competitions, in which intellectual performances in the form of plans, models, pictures, texts etc. are compared on the basis of a specified task and evaluation criteria are announced in advance and assessed by a jury independent in its judgement from the promoter, under preservation of anonymity.

3 | In an architectural competition, the promoter strives with the assistance of the jury to identify the relatively best project from amongst numerous competition projects made comprehensible through the discussion of the jury and therefore comparable.

4 | The decision of the jury must include a ranking of the competition works, the allocation of the rankings for prizes, recognition prizes, financial compensations

and runners-up, the distribution of prize monies and recommendations to the promoter.
5 | As competition procedures, realisation competitions prepare the award of planning performances. The winner is invited to a formal award procedure for public contracts. For private orders, the negotiations over the performance contract may take any form.

Article V The types of architectural competition

Architectural competitions can be held in the following ways:

- 1 | Differentiation according to the group of participants
 - a) Public architectural competition
 - aa) The public architectural competition is the regulatory procedure for competitions. By issuing a public contest notice, the promoter requests an unlimited number of entitled participants to present competition projects.
 - ab) The public architectural competition is open to all entitled participants who satisfy the announced suitability criteria.
 - b) Non-public architectural competition
 - ba) The non-public architectural competition is an exceptional procedure. It is only to be chosen when – justified by means of a more complex task – the promoter wishes to impose special requirements on the performance of the participants and when the expense associated with holding a public architectural competition would not be financially justifiable compared to the total expenditure of the project being the object of the procedure.
 - bb) By issuing a public contest notice, the promoter requires an unlimited number of interested participants to submit applications to participate. Application is open to all entitled participants. The jury selects at least six competition participants on the basis of the announced selection criteria, who must then present a competition project.
 - bc) The number of architects to be dealt with must be determined in accordance with the object of the competition; it must ensure a proper competition and is to be specified in the contest notice.
 - c) Invited architectural competition
 - ca) The invited architectural competition is an exceptional procedure. For public promoters, it is only allowed in the area that falls below the threshold under public procurement law. It only serves a purpose when promoters have sufficient market knowledge required to restrict the scope of participants or to select capable architects and when the expense associated with holding a public architectural competition would not be financially justifiable compared to the total cost of the project being the object of the procedure.
 - cb) For the invited architectural competition, the promoter requires a limited number of suitable competition participants to immediately submit competition projects.

The minimum number of participants should be ensured depending on the size of the competition task: for floor spaces of up to 1000 m², at least 6 participants, from 1000 to 2000 m² at least 8 participants, over 2000 m² at least 10 participants.

2 | Differentiation according to the intention of the competition

a) Realisation competition

aa) The realisation competition is an architectural competition that aims to realise the plans of the winner and in which the client subsequently holds negotiations with the winner on the award of a performance contract.

ab) A realisation competition is only to be held when the intention is to actually award the planning performance being the object of the procedure.

b) Ideas competition

ba) The ideas competition is an architectural competition in which the promoter does not intend to implement the first-place competition project, but intends to use the competition project of the winner and, if necessary, other awarded competition projects to prepare further planning steps.

bb) An ideas competition does not prepare a contract for any realisation planning, but ensures that promoters are aware of the relatively best solution to the competition task.

bc) In an ideas competition, other awarded competition projects can be used by the promoter for an appropriate fee in addition to the project of the winner, insofar as this is decided upon by the jury and the rights of use have been declared.

bd) In an ideas competition, the promoter secures the option to use the first-ranked competition project or to use the awarded competition projects in return for double the prize money compared to a realisation competition of the same task.

be) If a planning task cannot be adequately described such that an ideas competition could be announced, then an alternative procedure, e.g. the parallel instruction of multiple architects, is to be performed. In this way, promoters can specify the planning task in the procedure and ultimately secure for themselves the rights of use to the projects of all participants in return for an appropriate fee.

3 | Differentiation according to the type of implementation

a) Single-stage

An architectural competition can be carried out in a single stage if, with regard to the project size, the depth of processing and the character of the competition task, the comparability of the competition projects is given as a prerequisite for the final assessment by the jury and the scope of work is reasonable to the participants.

b) Two- or multi-stage

ba) An architectural competition should be held in two or more stages, if the comparability as a prerequisite for the final assessment of the competition projects by the jury is no longer given for a single-stage implementation due to the project size, the depth of processing and the character of the competition task or if the scope of work would not be reasonable to the participants.

bb) In the first stage, participants are selected for the next stage of the competition in no particular order, for which their number must be established in the general part of the competition brief and should not be less than ten. At least six participants must always be included in the final stage of the competition. All participants in the final stage of the competition are to be financially compensated for their participation.

bc) The authors of the competition projects selected in the preceding stage are given the right to participate in the next stage of the competition. In case of the renunciation or other failure of entitled parties to participate in the next stage of the competition, the next in the list of runners-up will be invited to participate. The jury must select an appropriate number of projects as runners-up.

bd) The jury prepares a written evaluation for each of these competition projects and formulates suggestions for the task of the next stage of the competition.

be) Further competition stages are to be dealt with in the same way. The competition conditions, in particular the jury, remain unchanged for all competition stages. The anonymity of competition participants before the jury is ensured until the jury has reached its final decision on the winning project. A final ranking of the competition projects must be undertaken in the last stage of the competition.

Article VI The alternatives to the architectural competition

1 | Alternative procedures at variance with the standard types of competition listed under Article V can be developed with the agreement of the Federal Chamber or with one of the Regional Chambers and, if necessary, held in cooperation with the Federal Chamber or the involved Regional Chambers.

2 | Alternatives to the architectural competition that are always to be considered exceptional procedures include: the parallel instruction of multiple architects to participate in a workshop, the negotiation procedure with prior announcement, if competition-like procedural elements are used (jury, anonymity) and quality has a significantly heavier weighting amongst the award criteria than the prize.

Article VII The legal documents of the architectural competition

1 | The legal documents of an architectural competition of public promoters are shown below:

- _ the Federal Procurement Act,
- _ the competition brief and supplemental documents,
- _ the answering of questions, the minutes of the colloquium or local examination with the participants and interested participants,
- _ the *Competition Rules for Architecture (CSA 2010 – Part B)* and the *Performance Profile of the Architectural Competition (CSA 2010 - Part C)*. 2 | For non-public promoters, the reference to the Federal Procurement Act is omitted.

Article VIII The tasks of the Federal Chamber and the Regional Chambers

- 1 | The Federal Chamber and the Regional Chambers jointly perform the following tasks in respect of the promoter:
- a) the *advising* of the promoter on the principles of the competition and procurement,
 - b) the *support* of the promoter in the preparation and implementation of an architectural competition. In particular, this includes:
 - ba) the checking of the competition brief for compliance with the *Competition Standard for Architecture* or ascertaining its procedurally formal suitability in accordance with the cooperation criteria specified in Article X,
 - bb) the checking of the competition documents for compatibility with the professional interests of the architects,
 - bc) the informing of the promoters about the result of the checking,
 - bd) the organisational implementation of a cooperation,
 - be) the appointment of Chamber juries at their own discretion in cooperation, and justification of the selection of the Chamber juries, if required by the cooperation partners,
 - bf) the declaration of the cooperation through allocation of a procedural number to be announced in the competition brief.
 - c) the *documentation* of an architectural competition and its *classification* in the competition and procurement process.
- 2 | The *advising* of promoters and clients who are active in more than one province or the awarding of projects particular importance at home and abroad, is generally done by the Federal Chamber.
- 3 | In addition, promoters and clients who are active in more than one province or follow projects of special importance at home and abroad, can also utilise the *support* of an architectural competition through the Federal Chamber on request. In such cases, the Federal Competition Committee supports the procedure in agreement with the regional chamber responsible at the place of the procedure or at the headquarters of the promoter. The nomination of the Chamber jury is done by the competition committee of the respective Regional Chamber following approval of the cooperation by the Federal Chamber.
- 4 | The *support* of architectural competitions is provided by the competent Regional Chamber at the place of the procedure. The point of contact is the respective competition committee.

- 5 | The nominated Chamber jury members are responsible for *supporting* the promoter with regard to the special part of the competition brief.
- 6 | The Federal Chamber provides public information on the competition and procurement by means of its competition portal. The procedure is documented and commented on in accordance with the principles specified in Articles II, IX and X.
- 7 | The editing and maintenance of the competition portal are the responsibility of the Federal Chamber. The addition of architectural competitions and other procedures of significance to the interests of the architects in this internet portal can also be undertaken by the Regional Chambers.

Article IX The cooperation between the Chambers and promoters

- 1 | The Federal Chamber and the Regional Chambers cooperate with promoters on the implementation of architectural competitions. This reduces the procedural risk of promoters and participants and increases the balance of interests affected by the architectural competition.
- 2 | If the competition documents for an architectural competition sufficiently satisfy the cooperation criteria specified in Article X following support of the promoter, the architectural competition will be held *“in cooperation”* and announced as such in the competition portal of the Federal Chamber.
- 3 | If the competition documents for an architectural competition do not sufficiently satisfy the cooperation criteria after support of the promoter or the competition documents are published at the Federal Chamber or one of the Regional Chambers without the request of the promoter and the competition documents fulfil the cooperation criteria, then the architectural competition will be held *“without cooperation”* and published as such in the competition portal of the Federal Chamber. Such a competition will be commented on accordingly by the Federal Competition Committee or by the competition committee of the involved or affected Regional Chamber.
- 4 | If an architectural competition is published at the Federal Chamber or one of the Regional Chambers without the request of the promoter and the competition documents significantly disregard the cooperation criteria, or the cooperation criteria are significantly disregarded despite the support of the promoter, the architectural competition will be published in the competition portal of the Federal Chamber *“with warning”* and commented on accordingly by the Federal Competition Committee or by the competition committee of the involved or affected Regional Chamber.
- 5 | The Federal Chamber will inform the public in its competition portal about the architectural competitions announced in Austria and classify these according to the categories of procedural quality defined above: *“in cooperation, “without cooperation”* or *“with warning”*.

Article X The cooperation criteria of the Chambers

- 1 | For each architectural competition which is held in cooperation with the Federal Chamber or one of the Regional Chambers

the cooperation criteria must be fulfilled so that the mutual rights and obligations of the promoter, jury and participants are traceably laid down and the professional interests of the architects ensured.

- 2 | The Federal Chamber and the Regional Chambers assess the competition documents for cooperability on the basis of the following cooperation criteria:
- a) The *Competition Rules for Architecture (CSA 2010 - Part B)* is fully recognised as a legal basis and formally and unambiguously lays down the procedure.
 - b) The competition brief unambiguously lays down the content of the procedure with a comprehensive description of the task.
 - c) The declaration of intent unambiguously lays down the intentions of the promoter, in particular the type, scope and timeframe of the performance to be rendered.
 - d) The scope and type of the competition projects is unambiguously laid down in the competition brief following the *Performance Profile of the Architectural Competition (CSA 2010 - Part C)* in the form of the basic performance and if necessary of additional performances.
 - e) The total prize money or financial compensation per participant must correspond to the competition task. In order to calculate the corresponding minimum total prize money or the minimum financial compensation per participant, the calculation formula provided for the selected type of competition in the *Performance Profile of the Architectural Competition (CSA 2010 – Part C)* must be used. The digital calculator of the Federal Chamber is also available on the internet.
 - f) The protection of copyrights and utilisation rights to the competition projects is unambiguously laid down in the competition brief.
 - g) The anonymity of the participants before the jury is ensured until after the jury has reached its final decision.
 - h) The jury will be named in full at the time of the public contest notice of the architectural competition, unless the promoter ensures the nomination only halfway through the processing time for clear reasons.
 - i) The number of professional jury members who are independent of the promoter must always account for at least half of the jury. The Chamber must be given the opportunity to nominate the number of jury members that most closely approximates one quarter.
 - j) Final determination of the competition task and the competition rules requires the convening of a colloquium of competition participants and jury as well as a tour of the competition location, unless the task and competition rules exceptionally require no further clarification.

Part B Competition Rules for Architecture – CRA 2010

§ 1 Entitlement to participate in architectural competitions

- 1 | Architectural competitions are to be held in compliance with the basic freedoms under Community law as well as the ban on discrimination in accordance with the principles of free and pure competition and the equal treatment of all candidates.
- 2 | For public and non-public architectural competitions, all authorised planners in Austria are in principle eligible to participate or apply. The same applies to authorised planners from the EEA and Switzerland. Below the EU threshold under procurement law, public promoters can restrict themselves to a national contest notice.
- 3 | Restrictions to the entitlement to participate in public and non-public architectural competitions are only possible for public promoters by demanding additional suitability justified by the above-average complexity of the task, i.e. additional requirements over and above the suitability criteria are placed on the performance of the candidates or participants.
- 4 | For invited architectural competitions, the promoters must select the participants themselves from amongst suitable entrepreneurs and check reasons for exclusion. Public promoters can only organise invited architectural competitions below the EU threshold under public procurement law.
- 5 | The separation of planning and execution must be ensured for all applicants or participants and is to be ensured by an appropriate declaration of waiver in the application letter or author letter.
- 6 | For participant collectives all members must be entitled to participate.
- 7 | Participants or participant collectives are only entitled to submit a single competition project. Multiple participation will result in the exclusion of all projects in which the author is involved.
- 8 | Variants of competition projects are not allowed.

§ 2 Reasons for the exclusion of competition participants

- 1 | Collaborating on checking the competition documents for compliance with the *Competition Standard for Architecture (CSA 2010)* and with the professional interest of the participants on the part of the Federal Chamber or one of the Regional Chambers does not represent any reason for being excluded from participating in competitions.
- 2 | The following are excluded from participating in an architectural competition:

- a) Persons or companies which were directly or indirectly involved in developing the competition documents, insofar as their participation would rule out a fair and true competition;
 - b) Persons or companies which have collaborated on the creation of preliminary projects for the architectural competition, insofar as the advantage obtained over the competition participants in the preliminary work is not offset by giving verifiable access to the information, in particular through the publication of any preliminary projects;
 - c) The preliminary checkers, juries and replacement juries as well as:
 - ca) their near relatives (spouse, civil partner, relatives or direct in-laws, up to the fourth remove of relations laterally or the second remove of in-laws, step, adopted and foster parents, step, adopted and foster children, as well as wards and institutions under trusteeship);
 - cb) their partners in upstanding communities of architects/chartered engineering consultants (office or work communities, whereby work communities are only deemed upstanding communities of architects/chartered engineering consultants for as long as projects are worked on jointly);
 - d) Persons who have a direct relationship of professional dependency in respect of a jury member (e.g. employees of university professors, the members of departments of workgroups lead by these) or persons to whom a member of the jury has such a relationship of dependency;
 - e) Persons who attempt to influence a member of the jury in his decision as a jury member or who provide information in the submitted documents that identifies the authorship.
- 3 | Reasons for exclusion in accordance with Pt. 1 and 2, which first arise during the architectural competition, are to be equated to those that existed from the outset.
- 4 | Reasons for exclusion in accordance with Pt. 1 and 2 will also apply to participants, if they refer to employees of the authorised participants collaborating on the architectural competition.

§ 3 Duties and procedure of the jury

- 1 | Through their activity, the members of the jury affirm
- a) that they acknowledge the conditions of the competition rules in full and without reservation;
 - b) that they know of no reasons that could impede their impartiality and independence;
 - c) that they will immediately relinquish their office if – for whatever reasons – the prerequisites in the context of Point b no longer exist;
 - d) that they will exercise their office as jury members independently and without influence within the scope of the conditions laid down by the competition rules and the competition documents to the best of their knowledge and conscience.

- 2 | The judges also undertake to immediately inform the jury if one of the competition participants can be shown to have attempted to influence their decision.
- 3 | The jury is committed to maintain its objectivity and is responsible in this regard in respect of participants and promoters.
- 4 | The jury decides independently and finally on all matters of professionalism and discretion, in particular when choosing which project is ranked first, the competition projects to be rewarded and the runners-up.
- 5 | The jury members undertake to cast their vote.
- 6 | The jury undertakes to reach a decision before lifting the anonymity of the participants by always determining a winner.
- 7 | In particular, the tasks of the jury are:
 - a) to support the promoter with creating the special part of the competition brief;
 - b) to reach a decision on the contest notices and competition documents that are ready for publication;
 - c) to assess the competition projects on the basis of the announced evaluation criteria;
 - d) to rank or select the competition projects;
 - e) to award the prizes, recognition prizes and financial compensation provided for in the prize competition and to determine the runners-up;
 - f) to make recommendations to the promoter on the basis of the result of the competition;
 - g) to immediately inform the author of the rewarded competition projects about the outcome of the competition.
- 8 | The jury must reach its decisions on the basis of competition projects that are presented anonymously and only the basis of the evaluation criteria. The decision of the jury must be entrusted to the promoter for any further instigation.
- 9 | The jury and its members are free from instructions.
- 10 | The judges personally exercise their office in all phases of the architectural competition.
- 11 | The sessions of the jury are not public. Until the outcome of the competition is known, all preliminary checkers and judges as well as other persons who were present at the sessions of the jury, even if only briefly, undertake to maintain strict confidentiality with regard to everything seen or heard in connection with the architectural competition.

§ 4 Composition of the jury

- 1 | The jury is composed of the jury members or their representatives named in the contest notice and the competition brief.
- 2 | The jury may only consist of jury members who are independent of the participants or working communities actively connected to them.
- 3 | If a specific professional qualification is demanded of the participants in the competition, at least half of the jury members must have the same or an equivalent qualification. These jury members must be independent from the promoter.
- 4 | The number of jury members depends on the type, scope and specific requirements of the competition task; however, it should be kept to a minimum. An uneven number of jury members should be appointed, subject to a minimum of three.
- 5 | With the agreement of the promoter, professionals without a voting right can sit on the jury.
- 6 | The jury members are appointed by the promoter. One quarter of the jury members is nominated by the Federal Chamber or by one of the Regional Chambers for appointment by the promoter. If this does not make up a whole number, the number that makes up a quarter must be appointed at a minimum.
- 7 | Replacement jury members are to be appointed at the same time as the jury members. A replacement must be named for each main person. The same number of replacement jury members nominated by the Federal or one of the Regional Chambers must also be appointed for the main jury members nominated by the Federal Chamber or one of the Regional Chambers.
- 8 | The promoter must announce the composition of the jury in the contest notice and in the competition brief.
- 9 | The jury members are professional jury members or client jury members, with the number of professional jury members being in the majority.
- 10 | Professional jury members are qualified to evaluate the solution to the competition task based on the sum of the evaluation criteria announced.
- 11 | Professional jury members must have an education in the field of architecture or urban development, be active in the field of architecture or as an architect, or hold office in higher public service. Exceptionally, specialists from the field of the specialism being the object of the procedure (e.g. town planning; countryside planning; history and theory of architecture, urban development, planning; design; psychology; sociology) can also be appointed as professional jury members, if the task of an architectural competition so justifies.

12 | Professional jury members can only be appointed if they declare to the promoter that they will bindingly waive any orders placed in connection with the project being the object of the competition.

13 | Client jury members are qualified to evaluate the solution to the competition task in respect of some of the announced evaluation criteria.

14 | If participants for an invited architectural competition have been named, attention must be paid to the reasons for exclusion in § 2 applicable in respect of the competition participants when appointing the jury members and preliminary checkers.

§ 5 Preliminary checkers in architectural competitions

1 | The promoter appoints suitable experts as preliminary checkers, who must have the same or an equivalent qualification as the participants in the architectural competition. Preliminary checkers must be named in the competition brief.

2 | Preliminary checkers can only be instructed if they have declared to the promoter their binding undertaking not to engage in any further orders related to the project being the object of the competition.

3 | Preliminary checkers are independent from the promoters in their expert assessment.

4 | Preliminary checkers of an architectural competition cannot be appointed jury members in this procedure.

5 | Preliminary checkers report infringements of the competition rules to the jury as necessary and examine the competition projects – exclusively – for quantifiable aspects of the fulfilment of the competition task.

§ 6 Permanent inability of the jury to take decisions

1 | If so many jury members and replacement jury members withdraw permanently, either before the first constituting session of the jury for cooperatively held, public or non-public architectural competitions, or exceptionally for invited architectural competitions in accordance with § 7 para. 3, before the first, simultaneously constituting evaluation session, such that it is no longer possible for the jury to fulfil its tasks, at least for the foreseeable future, due to the inability to take decisions in accordance with § 7 para. 4, then the promoter must declare the jury permanently unable to take decisions and reappoint it with the agreement of the cooperating Federal Chamber or the cooperating Regional Chamber.

2 | If so many jury members and replacement jury members withdraw permanently, either before the first constituting session of the jury for cooperatively held, public or non-public architectural competitions, or exceptionally for invited architectural competitions in accordance with § 7 para. 3, before the first, simultaneously constituting evaluation session, such that it is no longer possible for the jury to fulfil its tasks, at least for the foreseeable future, due to an inability to take decisions in accordance with § 8 para. 4 and 5, then the promoter must declare the jury permanently unable to take decisions and reappoint it with the agreement of the cooperating Federal Chamber or the cooperating Regional Chamber.

The competition participants must be informed by the promoter about the permanent inability of the jury to take decisions and about the reappointment of jury members and replacement jury members by means of the same informational media through which the prize competition was officially announced. All competition participants are required, within a set deadline, which must not be less than 7 days, to make known any incompatibility of their participation with the appointment of any intended jury member or replacement jury member.

3 | Incompatibility only exists when a close relationship exists between a participant or its employee and an intended jury member, which forms a reason for exclusion in accordance with § 2.

4 | If incompatibilities are asserted in the sense of para. 3, these are to be taken into consideration by the promoter and new jury members or replacement jury members are to be considered for nomination. Reasons for exclusion must be requested again in accordance with para. 2.

5 | The reappointment of the jury and replacement jury members must be announced by the promoter through the same informational media.

§ 7 Constituting session of the jury

1 | The nominated members and replacement members of the jury will be appointed at least three weeks before the date of the constituting session.

2 | The constituting session of the jury is held before the public announcement of the procedure for public and non-public architectural competitions.

3 | For invited architectural competitions, a written agreement of the jury can exceptionally be reached on the competition documents instead of the constituting session of the jury before the competition documents are dispatched, to which all jury members must be invited. In this case, the jury members nominated by the Federal Chamber or the cooperating Regional Chamber must grant their approval of the competition documents in writing, before these are dispatched. The constituting session of the jury, the selection of the chairperson and the minuting will then take place immediately before the first evaluation session.

4 | When constituting the jury, at least three quarters of all jury members authorised to vote must be in attendance and at least half of those in attendance must be professional jury members authorised to vote. In doing so, a chairperson, a vice-chairperson and a secretary must be chosen.

5 | The functions in the jury are determined under the leadership of the promoter or its representative from its midst. Jury members who are absent from the constituting session cannot be selected to chair the jury. A Chamber jury member should be chosen as chairperson of the jury.

6 | At the constituting session, the jury finally defines aim of the competition and the task; it weighs up the competition risks for the promoter and the participants. The contest notice and competition brief are coordinated to this and made ready for publication. In particular, the jury is concerned with clarifying the following aspects:

a) Work requirement of the participants, comprising the basic performance and any unavoidable additional performances for evaluation in accordance with the *Performance Profile of the Architectural Competition (CSA 2010 – Part C)*;

b) Prize money calculation in accordance with the *Performance Profile of the Architectural Competition (CSA 2010 - Part C)*;

c) Content of the declaration of intent;

d) Non-weighted evaluation criteria referring to the competition task, formulated in order of their importance;

e) Completeness of the planning documents and guidelines;

f) Completeness of the planning documents provided by the promoter.

7 | Finally, the jury takes a decision at its constituting session about the competition documents as a prerequisite for the public contest notice and dispatch to the invited participants.

8 | Summary minutes of the constituting session are to be recorded and sent to all jury members and replacement jury members and, if necessary, the cooperating Chamber.

§ 8 Rules of procedure of the jury

1 | The promoter convenes a session of the jury. The invitation should be sent out at least three weeks before the date of the session.

2 | The elected chairperson opens, leads and closes the sessions, gives the floor – where requests to speak on the agenda should preferably be dealt with -, brings requests to agreement and establishes the results of the discussion. Chairpersons are at all times entitled

to interrupt the session. Chairpersons are responsible for the working method of the jury in accordance with the competition brief, answering questions, the minutes of the colloquium and the *Competition Standard for Architecture*.

3 | If the chairperson is absent, this function will be exercised by the vice-chairperson.

4 | The jury is capable of taking decisions in the first evaluation session of the projects if at least three quarters of all jury members entitled to vote are present and at least half of those present are professional jury members entitled to vote. The chairperson or the vice-chairperson must be present.

5 | At subsequent evaluation sessions, the jury is capable of taking decisions if more than three quarters of the jury members entitled to vote are present, who participated in the first session. At least half of the jury members present must be professional jury members entitled to vote. The chairperson or vice-chairperson must be present.

6 | If the jury is permanently incapable of reaching a decision during the session, the jury shall be discharged. In this case, the decisions of the jury reached up to that point will be rendered null and void. In order to continue the commenced procedure, the promoter must appoint a new jury with the same number of people and composition as the discharged jury.

7 | Each session is based on an agenda determined by the chairperson.

A change to the agenda can be requested at any time. This request must be discussed.

8 | Only the jury members and the replacement jury members who act on their behalf in accordance with para. 13 or para. 14 are entitled to submit requests and vote. If the request is placed at the end of the list of speakers, the chairperson must immediately call for a vote on it. Upon acceptance of the request, only the members entered on the list of speakers before the request will be allowed to speak for five minutes each.

9 | If forms of decision-making are provided:

a) the open ballot, in which the decisions of the jury are generally reached with a simple majority of the jury members present who are entitled to vote;

b) the closed ballot, which is held when decided upon by the jury;

c) the qualified majority (for important decisions, the jury can decide to impose this requirement and the scope of this type of decision-making upon itself);

d) in case of a tied vote, the vote of the chairperson will decide the outcome (deciding vote).

10 | Jury members are not allowed to abstain from casting their vote. If a jury member

insists on abstaining and is therefore in violation of the procedure of the jury stipulated in § 3, he or she must leave the jury. In this case, the replacement member must be brought in in accordance with para. 14.

11 | Apart from the members of the jury, the presence of outsiders such as consultants, preliminary checkers, secretaries and other persons involved in the sharing of information and supporting the jury is permitted if this is decided upon by the jury with a simple majority of votes. Unless expressly stated otherwise by the chairperson, these persons shall not participate in advising the jury.

12 | Replacement jury members can participate in the jury session at any time with a decision of the jury and collaborate in the jury consultations without an entitlement to request or vote, even if the jury members they represent exercise their function.

13 | In case of the temporary absence of a jury member, this person's entitlement to make requests or vote can only be represented by the intended replacement member if the absent person has instructed this and the majority of jury members present who are entitled to vote agree to the request.

14 | In case of the permanent absence of a jury member, the intended replacement member shall, if possible, permanently take up the position of the absent jury member.

15 | If a jury member declares themselves biased in the sense that the procedure of the jury in accordance with § 3 can no longer be complied with, this person shall leave the jury. In this case, the procedure will continue in accordance with para. 14.

16 | Minutes must be taken in all phases of the jury session.

17 | Summary minutes must be taken by the secretary and must be signed by all jury members before the end of the jury session as a sign of approval. In particular, the minutes must contain the following:

- a) Place, time, duration and interruptions of the session as well as external inspections;
- b) A complete list of those present, in particular those who are entitled to vote and those who are absent, with a note of any known reasons for non-attendance;
- c) The names of the chairperson and the secretary;
- d) The presentation of the procedure applied to the evaluation in all its phases;
- e) The verbatim minuting of individual parts of the negotiations, if this demands the majority of the members of the jury present who are entitled to vote;
- f) The verbatim record of all requests submitted for a vote, the statistical result of the votes and the decisions taken;

- g) Apart from the statistical, also the named result of a vote, if this is demanded by at least half of the jury members present who are entitled to vote;
- h) The verbal evaluation of the projects and the reasons for the decisions of the jury;
- i) The result of the competition in clear form, arranged by prizes, recognition prizes, financial compensation, runners-up for prizes, runners-up for recognition prizes, together with the amount of the prizes, recognition prizes or financial compensations to be disbursed.
- j) The full identity of all competition participants and the related employees, including name, company form, office address;
- k) The recommendations of the jury on the first-placed competition project to the promoter.

18 | The written report on the preliminary check must be attached to the jury minutes for publication. If in exceptional cases, in particular due to defectiveness, the preliminary check report should not be published, then the jury must take a majority decision on this and indicate the reasons for its decision in the minutes.

19 | The jury must comply with its obligation to provide information by immediately informing the chairperson, the winner and other authors of awarded competition works by telephone after the decision of the jury is reached or, if that should not be possible, to inform them as quickly as possible by some other means.

§ 9 Prizes, recognition prizes and financial compensation

- 1 | The promoter disburses prizes, recognition prizes and financial compensation in cash for the project of the winner and other rewarded competition projects. Together, they form the total prize money.
- 2 | The total prize money is to be seen as a symbolic counter-value to the overall performance of the participants in an architectural competition.
- 3 | The total prize money depends on the size and difficulty of the competition task, on the scope of the competition project to be rendered and on the nature of the architectural competition (realisation or ideas competition).
- 4 | The minimum total prize money for public and non-public architectural competitions and the minimum financial compensation per participant for invited architectural competitions are regulated by calculation formulas in the *Performance Profile of the Architectural Competition (CSA 2010 - Part C)*. For architectural competitions that are held in cooperation with the Federal Chamber or one of the Regional Chambers, these calculation formulas are to be used in accordance with Part C § 6 para. 12 or the derived digital calculator of the Federal Chamber.

Graphs for minimum total prize money and minimum financial compensation are also available for realisation and ideas competitions in the structural engineering sector.

5 | For two-stage public architectural competitions, one half of the total prize money is to be disbursed to the participants of the second competition stage in the form of equal financial compensation. The other half of the total prize money is to be disbursed to the best-ranked participants in the form of prizes and recognitions prizes, which are staggered in accordance with para. 9.

6 | For architectural competitions, the scope of performance of a competition work normally corresponds to the basic performance in accordance with the *Performance Profile of the Architectural Competition (CSA 2010 - Part C)*. If further information is required for the evaluation, this can be requested as additional performances over and beyond the basic performance.

7 | The lower prognosis for value creation in ideas competitions is taken into account by doubling the total prize money compared to realisation competitions.

8 | For architectural competitions, for which not only the basic performance in accordance with Part C § 2 and regulated additional performances in accordance with Part C § 4, but also freely agreeable additional performances in accordance with Part C § 5 are required, or for architectural competitions with multiple stages, i.e. with more than two processing stages, the total prize money is to be set in agreement with the cooperating Federal Chamber or the cooperating Regional Chamber.

9 | A minimum of three prizes and, depending on the size of the architectural competition, three or more recognition prizes are to be awarded. The prizes are to be staggered in the ratio 1 to 0.8 to 0.6. The recognition prizes should be awarded equally and amount to half of the smallest prize. If more than three prizes or more than three recognition prizes are awarded, the total prize money determined using the formulas or calculator will be increased by the prize monies additionally promised by the promoter.

10 | In justified, exceptional cases, the jury reserves the right to divide the awarded prizes, recognition prizes and financial compensation in a different ratio. However, the total amount announced must in any case be disbursed and the number of projects to be awarded maintained.

11 | Prizes, recognition prizes and financial compensation must be disbursed to the entitled recipients within 30 days of the competition result being announced. In addition to the prizes, recognition prizes and financial compensation determined as net amounts, statutory VAT is also to be paid at the place of invoicing.

12 | If, after the competition result is announced, it appears that reasons for disqualification in accordance with § 17 or reasons for exclusion in accordance with § 2 apply to a prize-winning project or its authors and

there is no runner-up project available to take its place, the prize or recognition prize awarded for this ranking or the financial compensation awarded for this ranking will be divided equally amongst all the shortlisted projects (in accordance with § 18 para. 9) which did not receive a prize.

13 | Competition projects that demonstrate outstanding approaches to solutions, but do not satisfy critical points of individual evaluation criteria, cannot be considered for prizes, but can be considered for recognition prizes or financial compensation.

14 | Following realisation competitions, the prize money of the winner will not be added to the planning fee.

§ 10 Emoluments of the jury

1 | The jury, the experts who participate at the request of the promoter and the preliminary checkers receive an appropriate emolument and reimbursement of expenses for their work.

2 | Jury members receive an emolument of €150 net per hour for the minuted duration of the jury based on 2006 prices. The hourly rate is index-linked to the producer price index for industry-related services for the service area of architectural offices (71.11) of the Austrian Federal Statistics Office. The base year for calculating the producer price index is 2006. The final index values are published 6 months after the end of the reporting quarter. On the date of entry into force of the CSA 2010, the factor is 1.068 (3rd quarter of 2009). The current hourly rate is therefore €160.20 net.

§ 11 Declaration of intent of the promoter

1 | For realisation competitions, the promoters declare their binding intention to instruct the winner with further architectural performances in accordance with the performance profile described in the competition brief (performance contract). An explicit intention of declaration in this regard must be contained in the competition brief.

2 | Performance contracts of public clients are concluded in a separate negotiation procedure with the winner of a realisation competition.

3 | For ideas competitions, the winner cannot expect to receive a planning order; however, the winner can be involved with the preparation of the competition result. An explicit declaration of intent in this regard must be contained in the competition brief. An appropriate formulation of the copyright protection of the competition work, in particular with regard to rights of use, must also be included. The prize monies of an ideas competition on their own can in no way cover the rights of use to the prize-winning competition projects.

§ 12 Duration of the architectural competition

- 1 | The duration of the architectural competition, from the date of submission of the documents until the submission deadline, must be set in accordance with the set task. The minimum duration of a competition stage shall be eight weeks.
- 2 | If the competition requirement provides for a model, an additional processing period of at least one week after submission of the plans must be granted.
- 3 | Any extension of the duration must be announced within the first half of the previously applicable period by means of the same informational media used to official announce the prize competition. At the same time, the corresponding information must be sent to the named participants in accordance with § 13 para. 8 by post or e-mail.

§ 13 Prize competition and competition brief

- 1 | The prize competition of the architectural competition is carried out by the promoter.
- 2 | Promoters must be clearly named in the competition brief and also declare that they will ensure the prompt settlement of the prizes, recognition prizes and financial compensation by providing a billing address (including an Austrian VAT ID number).
- 3 | The competition brief of a realisation competition must also announce the client, in addition to the promoter.
- 4 | The competition documents are prepared by the promoters or their appointed procedural organisers. The competition documents comprise the competition brief arranged into a general and a special part, the other competition documents and the forms for the applicant or author letter, for proof of suitability, etc.
- 5 | The competition documents contain all elaborations required for processing the task. Planning principles must be enclosed in the same scale as required for the presentation of the competition project.
- 6 | The general Part A of the competition brief must make reference to the positive completed checking of the competition documents and the resulting cooperation with the Federal Chamber or one of the Regional Chambers, with an indication of the procedure number, together with the date and case number of the corresponding letter.
- 7 | The public announcement can only be made on the basis of the contest notice and competition brief decided upon by the jury in its constituting session.
- 8 | The promoter draws up a list showing the registered interested participants or the recipients of the competition documents.

9 | The general and the special part of the competition brief must be placed on the internet for download free of charge from the date of the public contest notice. Free, digital registration can be provided for access to the general and special part of the competition brief.

10 | If all the competition documents are transmitted via the internet, the promoter shall not demand any contribution towards expenses for this.

11 | The promoter is entitled to levy an appropriate, refundable contribution towards expenses for the provision of physical competition documents (printed matter, data carriers, model components, etc.).

12 | This contribution towards expenses is to be repaid in full within 30 days of the competition result being announced to all competition participants who submit a competition project which was not eliminated because of a reason for exclusion in accordance with § 2 or because of a reason for disqualification in accordance with § 17.

§ 14 Answering of questions and colloquium

1 | The competition participants are to be given the opportunity to ask questions about the procedure. The questions must be sent in writing to the office stipulated in the competition brief.

2 | The procedure for answering questions is to be carried out by the promoter or the procedural organisation. The answer must always be prepared by the jury. The anonymised questions and the answers must be sent to all recipients of the competition documents by not later than the end of the first half of the duration of the architectural competition under the most similar conditions possible.

3 | Apart from the written answering of questions, a colloquium must be held with the jury and the competition participants at the place of the competition. All competition participants and all interested participants are to be invited. If necessary, the questions received thus far can be answered verbally at the colloquium. The answers must be provided in writing within seven days.

4 | The minutes of the colloquium must be sent to all recipients of the competition documents under the most similar conditions possible. For digital prize competitions, the answers to questions and the minutes of the colloquium must be published on the internet like the other competition documents.

§ 15 Issuing the competition projects

1 | The mode of issuing the competition projects must ensure anonymity in respect of the jury. The anonymity of all authors must be guaranteed until the result of the competition is known. Anonymity is only lifted with the opening of the author letters.

- 2 | All parts of the competition project and all attachments are to be provided with a six-digit reference number to ensure anonymity. The author letter showing the names of the project author and its employees must be enclosed in an opaque, sealed envelope bearing this number. For participant collectives, one member must be appointed as authorised representative or recipient.
- 3 | When issuing the competition projects by courier, confirmation must be obtained, showing the date and time of receipt.

§ 16 Preliminary check of the competition projects

- 1 | The preliminary checkers must remove the outer packaging of the competition projects and add a sequential number to the inner packaging of the individual projects. This numbering must not correspond to any receipt list. They must then draw up a list in which they enter each competition project with its sequential number and its reference number.
- 2 | After opening all packed competition projects, the sequential number is applied to all parts of the competition project and the six-digit reference numbers rendered invisible with opaque stickers.
- 3 | Additional performances of a competition project which are rendered without request may be brought to the attention of the jury, but must be noted in the preliminary check report.
- 4 | The list of sequential numbers and identification numbers as well as the unopened authors' letters must be handed over by the preliminary checker to a notary public specified in the competition brief or to another suitable office, until the result of the competition is known.
- 5 | The competition projects received must be kept by the preliminary checkers in suitable rooms in order to enable a proper, comparative evaluation by the jury. The promoter makes these rooms available.
- 6 | The competition projects received must be checked for formal compliance with the prize competition conditions, in particular with regard to the existence of any reasons for disqualification in accordance with § 17. In addition, the quantifiable characteristics of the competition projects are checked only once.
- 7 | A check sheet containing the result of the preliminary check must be created for each competition project. A single copy of the check sheets must be made available to each member of the jury as a preliminary check report.
- 8 | The preliminary checkers must strictly refrain from any direct or indirect evaluation of the competition projects.

§ 17 Reasons for the disqualification of competition projects

- 1 | If any of the following violations arise – including because of a reason for exclusion in accordance

with § 2 – the affected competition project must be disqualified by the jury:

- a) due to delayed issue,
- b) due to the violation of anonymity,
- c) due to an attempt to influence the preliminary check or the jury,
- d) due to a lack of entitlement to participate,
- e) due to the absence of a declaration on the separation of planning and implementation,
- f) due to the submission of multiple competition projects.

2 | Any other infringement of the competition documents, such as formal errors or failing to meet all the requirements of the programme, can lead to the disqualification of the competition project in question by the jury. The disqualification must be justified in the minutes.

§ 18 Evaluation of the competition projects

1 | The competition projects must be evaluated solely in accordance with the non-weighted evaluation criteria specified in the competition brief in order of priority.

2 | Quantifying systems must not be used by the jury to decide on the selection of competition projects. However, to simplify the evaluation of the competition projects, digitally based procedures of proof on specific, quantifiable aspects of the evaluation spectrum may be used, in particular with regard to energy efficiency and lifecycle costs.

3 | The procedure to be used by the jury for the evaluation of the competition projects – such as information, selection, disqualification, retrieval rounds, full or partial discussion, synchronous working groups, presentation by preliminary checkers and consultants, on-site inspections etc. – must be proposed by the chairperson. This depends on the type and scope of the task, the number of competition projects submitted and all special circumstances resulting from the architectural competition in question.

4 | The jury must avoid all biased considerations of the evaluation criteria. Rather, the announced evaluation criteria must be applied as a whole, so that the objectives of the competition can be comprehensively taken into consideration and the conceptual approaches underlying the competition projects understood.

5 | Additional performances of a competition project which are rendered without request must not be evaluated by the jury. Additional performances are those which exceed the basic performance in accordance with the *Performance Profile of the Architectural Competition (CSA 2010 - Part C)* and any additional performances that build upon it and are listed in the competition brief. The disqualification of identified additional performances by the jury must be noted in the minutes.

6 | The promoter reserves the right to demand revisions of those

competition projects which are eligible for prizes, recognition prizes, financial compensation or as runners-up. Such revisions must be decided on by the jury and the reasons for the decision minuted. Revisions can only take place under the assurance of anonymity and the continuity of the task laid down in the competition brief. The composition of the jury remains unchanged. While the revision is in progress, the jury session must be postponed until the final decision.

7 | The authors involved in the revision must be anonymously provided by the jury with concrete tasks or questions on their competition projects. The expense associated with the revision is to be remunerated in accordance with Part C § 5 para. 1 and 2.

8 | Tied rankings for prizes, recognition prizes and runners-up are not allowed.

9 | The decisions of the jury must be justified in writing. The disqualification of competition projects in the first rounds must at least be summarily justified for each round. In doing so, reference must be made to the highest-ranked evaluation criteria. The shortlisted projects, but at least twice the number of projects for which prizes and recognition prizes are provided, must in any case be individually described; their selection must be justified in detail.

10 | The jury ranks an appropriate number of runners-up, which will take their place if reasons for disqualification in accordance with § 17 or reasons for exclusion in accordance with § 2 apply to prize-winning projects and their authors. In doing so, the order of the runners-up for the group of prizes and for the group of recognition prizes must be established separately.

§ 19 Recommendations of the jury

The jury undertakes to make clear and comprehensive recommendations to the promoter on how to proceed with regard to placing an order and, if necessary, on how to proceed with regard to the project placed first.

§ 20 Announcement of the competition result

1 | The chairperson of the jury undertakes to inform the winners, all other prize winners and all authors of recognition prizes as well as the cooperating Federal or Regional Chamber immediately after the jury reaches its decision.

2 | The promoter sends a written communication on the competition decision immediately, but in any case within eight days after the jury reaches its decision, to all participants and the cooperating Federal or Regional Chamber.

3 | The written communication of the promoter on the competition decision in accordance with para. 2 must contain the following information:

- a) the winner;
- b) the prize winners;
- c) the recognition prize winners;
- d) the runners-up;
- e) the jury minutes;
- f) the duration and venue of the exhibition of the competition projects.

4 | Immediately after the minuted decision of the jury is announced, the promoter must, where possible and to the best of its ability, present the results of the competition to the general public and the press at an appropriate event.

5 | Promoters undertake, to the best of their ability, to place a freely accessible publication on the internet within four weeks of the competition result being announced. In doing so, the prize-winning competition projects, the competition brief, the jury minutes, a list of participants and, if the jury has not taken a decision to the contrary, the preliminary check report will be published at a minimum. The authors of the competition projects must be named in full in each publication. The publication of any competition projects excluded from the evaluation is not allowed.

6 | The preliminary check report will always be published by the promoter together with the jury minutes, unless the jury has taken a majority decision to the contrary.

7 | The Chamber jury members undertake to provide the Federal Chamber and their nominating Regional Chambers with information on the progress and result of the architectural competition.

§ 21 Exhibition of the competition projects

1 | The promoters undertake to hold an exhibition of all evaluated competition projects, with full mention of the participants' names, once the result of the competition is announced. The exhibition of any competition projects disqualified from the evaluations is not allowed. The exhibition venue should be appropriate to the type and scope of the competition task.

2 | By submitting their competition project, the competition participants grant their approval to have the project publicly exhibited, with full mention of their names, once the result of the competition is announced.

3 | The exhibition of the projects should take place immediately after the jury reaches its decision and if possible last for 14 days.

4 | The minutes of the jury must be available for inspection at the exhibition. The preliminary check report must also be available, unless the jury has taken a decision to the contrary.

§ 22 Digital publication of the competition projects

- 1 | Within the scope of a Chamber cooperation, the promoters undertake to make the documents required for publication on the competition portal of the Federal Chamber available to the cooperating Federal Chamber or the cooperating Regional Chamber in digital form within four weeks of the competition decision being announced.
- 2 | As a minimum, the document should include:
 - a) the jury minutes;
 - b) the preliminary check report;
 - c) the participant list;
 - d) all plan illustrations of each competition project (PDF documents in accordance with the plans indicated on the paper);
 - e) at least one standardised model photo of each competition project, if necessary in the deployment model.
- 3 | These documents should cover the competition projects of all participants, but at least those of the prize winners, the recognition prize winners and the runners-up.

§ 23 Return of the competition projects

- 1 | The promoters undertake to return non-rewarded competition projects to the authors at their own expense within four weeks after the exhibition closes or to have them ready for collection.
- 2 | All participants will be informed by the promoter in writing about the deadline for collection or the methods of return.

§ 24 Ownership, copyright and right of utilisation

- 1 | The material right of ownership to plans, models and other elaborations of the rewarded competition projects transfers to the promoters upon payment of the prize money.
- 2 | The intellectual ownership (copyright) remains with the authors.
- 3 | The rights of utilisation (work use) to the rewarded competition projects, in particular to those of the winner, transfer to the promoters only in return for appropriate remuneration for use of the work.
- 4 | After realisation competitions, promoters are granted the right to use the work of the contractor for the contractually stipulated purpose only under the condition of appointment and subsequently completed fulfilment of contract.
- 5 | After ideas competitions, promoters must make appropriate payment for the utilisation rights.
- 6 | The promoters have the right to publish the competition projects. The respective project authors must always be named. This right is also granted to all competition participants for their works, for which the promoter must always be named.

Part C Performance Profile of the Architectural Competition

§ 1 Purpose of the performance profile

- 1 | The *Performance Profile of the Architectural Competition* regulates the type and scope of competition projects. In doing so, a distinction is made between the basic performance and the additional performances of the competition participants.
- 2 | The jury defines the competition project required in an architectural competition.
- 3 | The competition project must be laid out in the competition brief and comprise the basic performance and any additional performances. This should prevent the participants from rendering unsolicited extra performances.
- 4 | Based on the complete description of the competition project, the *Performance Profile of the Architectural Competition* enables the minimum total prize money for the common types of competition to be established.
- 5 | The performance profile provides information on the minimum total prize money and minimum financial compensations in architectural competitions by means of calculation formulas and diagrams.

§ 2 Definition of the basic performance

- 1 | The basic performance must be rendered by the participants in an architectural competition in order for their competition project to be evaluated.
- 2 | The basic performance covers the verifiable, cost-conscious development of an architectural solution to the planning task, taking into consideration all guidelines of relevance to the quality of the competition project, in particular the task and the evaluation criteria.
- 3 | The basic performance covers the following elaborations:
 - a) Location plan: graphic illustration of the project area and the surroundings, at a scale 1:500 or smaller;
 - b) Floor plans: graphic illustration of all usage levels, with a link to the immediate surroundings on the ground floor, in the scope required for the evaluation, at a scale of 1:200 or smaller;
 - c) Sections: graphic illustration, in the scope required for the evaluation, at a scale of 1:200 or smaller;
 - d) Views: graphic illustration, in the scope required for the evaluation, at a scale of 1:200 or smaller;
 - e) Impression: a graphic illustration, in a simple, abstract design, without digital image description and rendering;
 - f) Motives report: text-based explanation of the competition project;
 - g) Key values: Assessment of the plans in the scope required for the evaluation, for example according to developed area, floor space, gross floor space, façade area, gross internal space;
 - h) Ratios: Assessment of the key values in the scope required for the evaluation, for example by developed area to site area,

gross floor space to site area, floor space to gross floor space, opening area to façade area, building surface to gross internal space;

i) Dimensional model: sculptural illustration of the building, in abstract, simple design, at a scale of 1:500 or smaller;

j) Proof of suitability: Self-declaration on official form;

k) Proof of authorship: Self-declaration on official form.

4 | The basic performances must be listed in the competition brief.

5 | The basic sub-performance of Impression (acc. to § 2 para. 3 pt. e) can in exceptional circumstances, which must be justified by the task, be replaced by the additional performance of Structural Engineering Concept (acc. to § 4 para. 2 pt. c). The jury must take a decision on this.

§ 3 Definition of the additional performances

1 | Additional performances only have to be required of the participants if these are required in order to evaluate the competition projects and this is laid down in the competition brief.

2 | Additional performances must be listed in the competition brief.

3 | The participants can be required to render in-depth elaborations over and beyond the basic performance as regulated or freely agreeable additional performances.

4 | If additional performances are required, then the overall prize money is arrived at by adding the total prize money for the basic performance to the total additional prize money.

§ 4 Regulated additional performances

1 | The regulated additional performances describe the most common elaborations in architectural competitions which are required to supplement the basic performance.

2 | An additional 10% on the total prize money for each of the following additional performances:

a) Estimate of building costs: determined on the basis of key values, without deadline and financing calculation, in accordance with Austrian Standard ÖNORM B 1801-1;

b) Functional and procedural plans: graphic illustration of the usage zones, as an overview on the floor plan;

c) Structural engineering concept: graphic illustration of the possible structural engineering solution for a structural element, explanatory report;

d) Furnishing concept: graphic illustration of the solution for furnishing a sample situation, explanatory report;

e) Building technology concept: graphic illustration of the building technology system, explanatory report;

f) Supporting structure concept: graphic illustration of the structural system, explanatory report.

3 | An additional 20% on the total prize money for each of the following additional performances:

- a) Simple exterior impression: perspective exterior view, in simple design, with digital image description and rendering, optionally as a montage in an existing photo;
 - b) Simple interior impression: perspective interior view, in simple design, with digital image description and rendering, optionally as a montage in an existing photo;
 - c) Structural engineering detail: graphic illustration of the detailed structural engineering solution for a structural element;
 - d) Furnishing detail: graphic illustration of the detailed solution of the furnishing for a sample situation or a standard layout.
- 4 | An additional 40% on the total prize money for each of the following additional performances:
- a) Photo-realistic exterior impression: perspective exterior view, in photo-realistic design, with digital image description and rendering, based on 3D model;
 - b) Photo-realistic interior impression: perspective interior view, in photo-realistic design, with digital image description and rendering, based on 3D model;
 - c) Building technology planning: in-depth graphic illustration of the building technology system, in-depth explanatory report;
 - d) Supporting construction planning: in-depth graphic illustration of the structural system, in-depth explanatory report.

§ 5 Freely agreeable additional performances

- 1 | Freely agreeable additional performances with supplements from 50% are all the elaborations over and beyond the regulated additional performances in accordance with § 4, which are required as part of a competition project.
- 2 | Freely agreeable additional performances could be:
- a) Detailed model: a sculptural overall or partial illustration of the building, in a clear, detailed execution, detailed design in the scope required for the evaluation, at a scale of 1:200 or larger;
 - b) Spontaneous revision: unplanned, in-depth revision, required by the jury for preparing the competition result, of individual competition projects considered for prize-winning positions in order to clarify questionable aspects, with specification of the task related to the individual competition contribution, under assurance of anonymity.
- 3 | The nature and scope of freely agreeable additional performances must be established by the promoters in agreement with the jury.

§ 6 Total prize money calculation

- 1 | The rules for calculating the total prize money apply to architectural competitions which are held in cooperation with the Federal Chamber or with one of the Regional Chambers.
- 2 | The calculation of the total prize money is based on experiential values on

the costs of the performance aspect of Preliminary Draft, depending on the size and difficulty of the planning task. The participation risk for architectural competitions is included in the calculation.

3 | The total prize money calculation supplies the minimum values for the total prize money in public and non-public architectural competitions or for the financial compensation per participant for invited architectural competitions, insofar as the object of the competition requires a level of work that does not exceed the basic performance defined in § 2.

4 | A set of formulas, which is presented in para. 12, and a digital calculator, which is available on the homepage of the Federal Chamber, are used for the calculation. For a rough determination, diagrams are also provided for individual types of competition.

5 | The calculation is performed using two arithmetical formulas for each of the competition types. The formulas form the relationship between the initial values laid down in the task – floor space, competition area, building density – and the minimum total prize money or the minimum financial compensation per participant. The first formula gives the minimum values for simple tasks; the second formula the minimum values for more complex tasks.

6 | The digital calculator, the prize money calculator of the Federal Chamber, shows the minimum total prize money or the minimum financial compensation per participant for simple and more complex tasks, depending on the chosen type of competition and the variables entered. The amount of the prize money in rank order and the recognition prizes are also indicated.

7 | Two calculation formulas are shown for architectural competitions with a structural engineering task, for which the floor space is included as a variable. The formulas give minimum values for the prize money or financial compensation for simple and more complex tasks. The minimum values can also be determined graphically from corresponding curves.

8 | Two calculation formulas are shown for architectural competitions with urban development or combined urban development/structural engineering tasks, for which the floor space, the competition area and the building density are included as variables. The formulas give minimum values for the prize money or financial compensation for simple and more complex tasks.

9 | If public architectural competitions are held in two stages, the participants of the second competition stage receive half the total prize money in equal parts as financial compensation. The remaining prize money is divided into at least three prizes and, depending on the size of the architectural competition, three or more recognition prizes. The prizes should be staggered in the ratio 1 to 0.8 to 0.6. The recognition prizes should be awarded equally and amount to half of the smallest prize.

10 | The calculation for invited architectural competitions is based on a minimum of 6 participants. The following minimum numbers of participants are assumed: for floor spaces of up to 1000 m², at least 6 participants, from 1000 to 2000 m² at least 8 participants, over 2000 m² at least 10 participants. If fewer than 6 participants are invited, promoters must nevertheless disburse to the participants in equal parts six times the financial compensation per participant as determined by the calculation formulas. For 6 or more participants, each of the invitees is to be paid the financial compensation per participant as determined by the calculation formula.

11 | The calculation formulas operate with the following variables:

FS [m²] floor space: Total of the main floor space (total of the areas that directly serve the purpose of the building) and the ancillary floor space (total of indirectly purposeful areas); function and traffic areas are not included. In accordance with Austrian Standard ÖNORM B 1800, as indicated in the task of an architectural competition.

CA [ha] competition area: the development site defined in the task of an architectural competition.

BD [1] Building density: ratio of the total of the gross floor areas to the net building land.

PPI [1] Producer price index for business-orientated performances, for the performance area of architectural offices (711); the definitive index values are published by the Austrian Federal Statistics Office within six months of the end of the reporting quarter. At the time of the CSA 2010 coming into force, the PPI index = 106.8.

12 | The total prize money for the basic performance is calculated with the indicated formulas, depending on the type of competition. In doing so, the following types of competition are distinguished:

a) public or non-public realisation competition

aa) For structural engineering tasks, the calculation of the total prize money is based on the targeted floor space stipulated in the task.

ab) Calculation formulas for the minimum total prize money

For simple tasks:

$$\begin{aligned} \text{Total prize money} &= \\ &= \sqrt{2} * \sqrt{45} * FS * PPI \end{aligned}$$

For more complex tasks:

$$\begin{aligned} \text{Total prize money} &= \\ &= 1.21 * \sqrt{2} * \sqrt{45} * FS * PPI \end{aligned}$$

ac) Diagram of the minimum total prize money

See the diagram on page 48 for a rough determination of the minimum total prize money for public or non-public realisation competitions.

- b) public or non-public realisation competition for urban development and structural engineering
- ba) For combined urban development/structural engineering tasks, the calculation of the total prize money is based on the floor space, the size of the competition area and on the building density.

bb) Calculation formulas for the minimum total prize money

For simple tasks:

$$\begin{aligned} \text{Total prize money} &= \\ &= \sqrt{2} * [\sqrt{36 * FS + 134.2 * \sqrt{CA + CA * BD}}] * PPI \end{aligned}$$

For more complex tasks:

$$\begin{aligned} \text{Total prize money} &= \\ &= \sqrt{2} * [1.21 * \sqrt{36 * FS + 134.2 * \sqrt{CA + CA * BD}}] * \\ &[1.01 + 0.2 * \sqrt{FS} / \sqrt{1000 * (CA + CA * BD * 15)}] * PPI \end{aligned}$$

- c) Public and non-public ideas competition

ca) For ideas competitions, a distinction is made between urban development and structural engineering tasks. For the former, the calculation for the minimum total prize money is based on the size of the competition area and on the building density; for the latter, on the floor space. As ideas competitions do not result in the commissioning of an order, the total prize money in this case also has the character of a fee and is part of the appropriate utilisation payment for the rewarded ideas. The total prize money is therefore twice that of a realisation competition with the same task

cb) Calculation formulas for the minimum total prize money

Urban development planning

For simple tasks:

$$\begin{aligned} \text{Total prize money} &= \\ &= \sqrt{2} * [268.4 * \sqrt{0.8 * CA + CA * BD}] * PPI \end{aligned}$$

For more complex tasks:

$$\begin{aligned} \text{Total prize money} &= \\ &= \sqrt{2} * [268.4 * \sqrt{0.8 * CA + CA * BD}] * \\ & * [1.01 + 20 * \sqrt{CA * BD} / \sqrt{1000 * (0.8 * CA + 18 * CA * BD)}] * PPI \end{aligned}$$

cc) Calculation formulas for the minimum total prize money

Structural engineering planning

For simple tasks:

$$\begin{aligned} \text{Total prize money} &= \\ &= \sqrt{2} * 2 * \sqrt{45 * FS} * PPI \end{aligned}$$

For more complex tasks:

$$\begin{aligned} \text{Total prize money} &= \\ &= \sqrt{2} * 2.42 * \sqrt{45 * FS} * PPI \end{aligned}$$

cd) Diagram of the minimum total prize money

Structural engineering planning

See the diagram on page 48 for a rough determination of the minimum total prize money for public or non-public ideas competitions.

- d) Invited realisation competition

da) For structural engineering tasks, the calculation of the financial compensation per participant is based on the targeted floor space.

db) Calculation formulas for the minimum financial compensation per participant

For simple tasks:

$$\begin{aligned} \text{Financial compensation per participant} &= \\ &= \sqrt{2/6} * \sqrt{45 * FS} * PPI \end{aligned}$$

For more complex tasks:

$$\begin{aligned} \text{Financial compensation per participant} &= \\ &= \sqrt{2/6} * 1.21 * \sqrt{45 * FS} * PPI \end{aligned}$$

dc) Diagram of the minimum financial compensation per participant

See the diagram on page 49 for a rough determination of the minimum financial compensation per participant for invited realisation competitions.

e) Invited realisation competition for urban development and structural engineering

ea) For combined urban development/structural engineering tasks, the calculation for the financial compensation per participant is based on the floor space, the size of the competition area and on the building density.

eb) Calculation formulas for the minimum financial compensation per participant

For simple tasks:

$$\begin{aligned} \text{Financial compensation per participant} &= \\ &= \sqrt{2/6} * [\sqrt{36 * FS} + 134.2 * \sqrt{CA + CA * BD}] * PPI \end{aligned}$$

For more complex tasks:

$$\begin{aligned} \text{Financial compensation per participant} &= \\ &= \sqrt{2/6} * [1.21 * \sqrt{36 * FS} + 134.2 * \sqrt{CA + CA * BD}] * \\ &* [1.01 + 0.2 * \sqrt{FS} / \sqrt{1000 * (CA + CA * BD * 15)}] * PPI \end{aligned}$$

f) Invited ideas competition

fa) For ideas competitions, a distinction is made between urban development and structural engineering tasks. For the former, the calculation of the minimum financial compensation per participant is based on the size of the competition area and the building density; for the latter, on the floor space. As ideas competitions do not result in the commissioning of an order, the total prize money in this case also has the character of a fee and is part of the appropriate utilisation payment for the rewarded ideas. The total prize money is therefore twice that of a realisation competition with the same task.

fb) Calculation formulas for the minimum financial compensation per participant

Urban development planning

For simple tasks:

$$\begin{aligned} \text{Financial compensation per participant} &= \\ &= \sqrt{2/6} * [268.4 * \sqrt{0.8 * CA + CA * BD}] * PPI \end{aligned}$$

For more complex tasks:

$$\begin{aligned} \text{Financial compensation per participant} &= \\ &= \sqrt{2/6} * [268.4 * \sqrt{0.8 * CA + CA * BD}] * \\ &* [1.01 + 20 * \sqrt{CA * BD} / \sqrt{1000 * (0.8 * CA + 18 * CA * BD)}] * PPI \end{aligned}$$

fc) Calculation formulas for the minimum financial compensation per participant

Structural engineering planning

For simple tasks:

Financial compensation per participant =

$$= \sqrt{2/6} * 2 * \sqrt{45 * FS * PPI}$$

For more complex tasks:

Financial compensation per participant =

$$= \sqrt{2/6} * 2.42 * \sqrt{45 * FS * PPI}$$

fd) Diagram of the minimum financial compensation per participant

Structural engineering planning

See the diagram on page 49 for a rough determination of the minimum financial compensation per participant for invited ideas competitions.

13 | For all types of realisation or ideas competitions not described in para. 12, in particular for non-public and invited architectural competitions with two or more implementation stages, the total prize money or the financial compensation must be set in agreement with the cooperating Federal Chamber or the cooperating Regional Chamber. The jury must reach a decision on the total prize money or the financial compensation by not later than its constituting session.

14 | Promoters generally promise to award a minimum of three prizes and three or more recognition prizes, depending on the size of the architectural competition. If more than three prizes or more than three recognition prizes are awarded, the total prize money determined with the calculator will be increased by the prize money additionally promised by the promoters.

15 | The digital calculator also supplies the distribution of the prize money to the prize and recognition prize rankings. Three prizes and three recognition prizes are indicated. The prizes are to be staggered in the ratio 1 to 0.8 to 0.6. The recognition prizes should be awarded equally and amount to half of the smallest prize.

16 | The calculation formulas are index-linked to the producer price index for business-orientated performances for the performance area of architectural offices (71.11) of the Austrian Federal Statistics Office. The base year for calculating the producer price index is 2006. The final index values are published 6 months after the end of the reporting quarter. On the date of entry into force of the CSA 2010, the producer price index PPI = 106.8 (3rd quarter of 2009).

§ 7 Competition documents

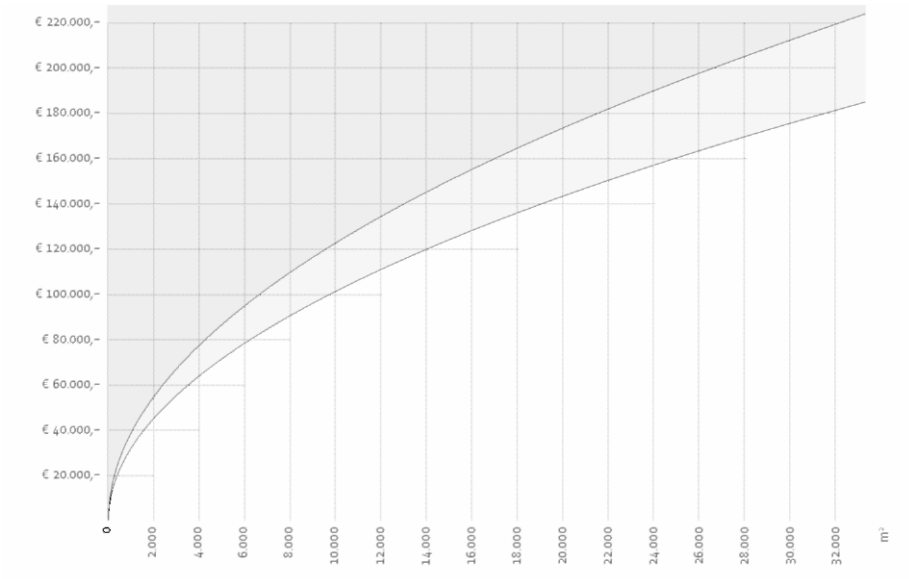
1 | Promoters provide complete competition documents as a prerequisite for rendering the basic performance in each architectural competition.

2 | The competition documents must contain the following parts:

- a) Part A – General part of the competition brief: the formal procedural conditions; in particular containing the competition rules and the promoter's declaration of intent.
- b) Part B – Special part of the competition brief: the content procedural conditions; in particular containing the clear task with unambiguous project objectives for qualities and costs.
- c) Part C – Processing documents: the planning documents, planning guidelines and preliminary studies; in particular containing the site plan of the competition area in digital form, with all relevant planning documents (in DXF format, in accordance with Austrian Standard ÖNORM A 6240) and the spatial and functional programme, with the required indications of size and location of rooms or spatial units as well as the functional relationships.
- d) Part D – Supplemental determinations on the competition brief: answering of questions, with the anonymised questions of the participants and the answers of the jury; minutes of the colloquium and visit to the competition area, in particular with the statements of the jury.

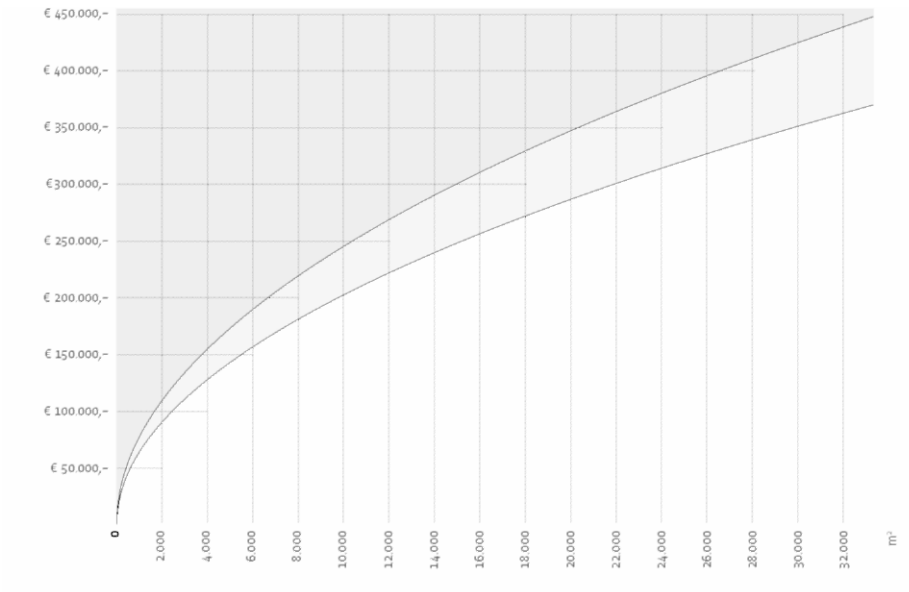
public or non-public realisation competition (see § 6 para. 12 pt. a)

minimum total prize money

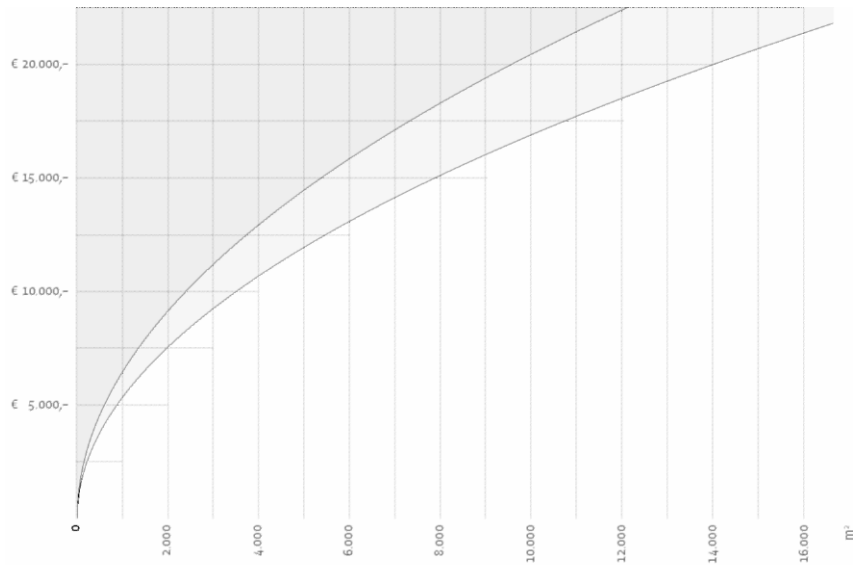


public or non-public ideas competition (see § 6 para. 12 pt. c)

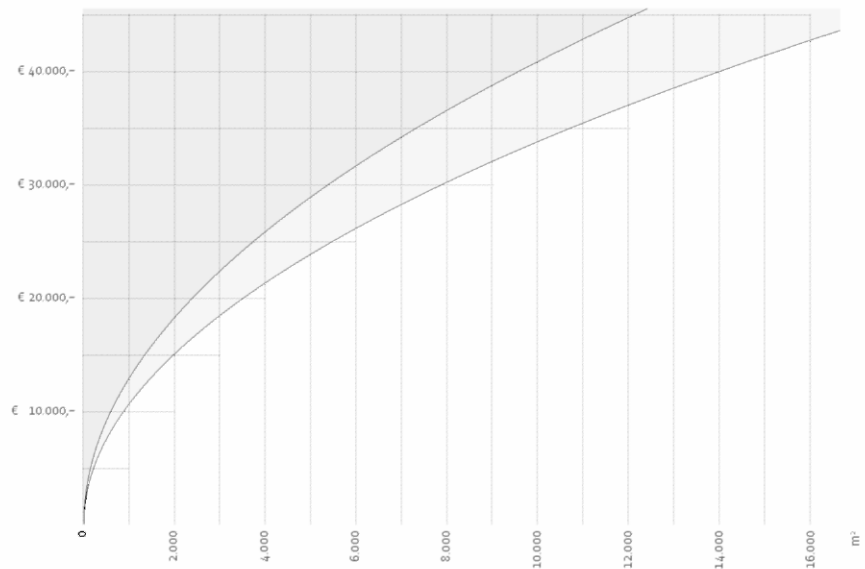
minimum total prize money, structural engineering planning



invited realisation competition (see § 6 para.12 pt. d)
minimum financial compensation per participant



invited ideas competition (see § 6 para.12 pt. f)
minimum financial compensation per participant, structural engineering planning



Part D Annex

1 Definition of terms with regard to architectural competitions

Additional performance An additional performance that goes beyond the basic performance may only be demanded of participants in an architectural competition if this is required by the evaluation of the competition projects and is laid down in the competition brief. Additional performances are to be defined in the competition brief based on the *Performance Profile of the Architectural Competition*. If the jury demands an additional performance, then the overall prize money is arrived at by adding the total prize money for the basic performance to the additional prize money.

Alternative procedure An alternative procedure is only to be used in exceptional circumstances when an architectural competition serves no purpose, due to a special task that cannot be adequately specified. The main advantage of the alternative procedure with regard to architectural competitions is the direct contact it allows with the architects, i.e. there is no need for anonymity, which allows problems to be identified and solved in parallel. Possible alternative procedures are, for example, the parallel appointment of several architects to participate in a workshop or study, or the negotiated procedure with prior notification, when competition-like procedural elements (planning offers, jury, anonymity) are used and the quality is weighted much more heavily than the price under the award criteria. An alternative procedure should only be developed with the approval of the Federal Chamber or with one of the Regional Chambers and, if necessary, be implemented in cooperation with one of these.

Anonymity The protected appearance of competition participants before the jury, without revealing their identity. Anonymity must be guaranteed by the promoters until a final decision is reached by the jury. Anonymity is an essential part of any contemporary competition doctrine. The Federal Procurement Act stipulates that competition work must be presented anonymously to the jury for all types of competition.

Architects' competition The term architects' competition is not standardised under public procurement law. It is commonly used for design competitions in which only architects are entitled to participate. The term architect's competition is no longer used to describe competition procedures, as it only admits one professional group and therefore runs contrary to the interdisciplinary character of architectural work.

Architectural competition The architectural competition is a design competition, in which plans and designs of architects, as well as representatives of other disciplines, are compared in a formalised procedure based on a specified task and previously notified evaluation criteria, so that a winner can be named. The term architectural competition is not standardised under public procurement law. However, the term is very commonly used for any competition procedure whose object is predominantly questions of spatial design. In terms of methodology, the architectural competition is a competition which is organised against the promise of monetary prizes for rendered, intellectual services which are compared and evaluated by a jury that is independent from the participants and ensures the anonymity of the participants.

Author The term author refers to the creator of a project, i.e. an intellectual or artistic product of considerable quality.

Basic performance The basic performance must be rendered by participants in an architectural competition in order for their project to be evaluated. The basic performance covers the traceable development of an architectural solution to the planning task, taking into consideration all guidelines of relevance to the quality of the competition project. The basic performance is defined in the *Performance Profile of the Architectural Competition*.

Candidate A contractor or a group of companies is described as a candidate if he/she/it wishes to participate in a non-public architectural competition. Furthermore, he/she/it announces his/her/its interest in participating by means of a request to participate or a request/call for tender documents.

Client The client is the legal entity which contractually grants or intends to grant contractors a contract to render performance in return for payment. A promoter of a realisation competition must not simultaneously act as the client. The promoter and client must always be specified in the competition brief.

Client jury member A person appointed to a jury, who is qualified to evaluate the competition projects in respect of some of the notified evaluation criteria.

Competition brief The competition brief summarises all the conditions that govern the relationship between the promoters and participants in an architectural competition. It comprises a formal section containing the competition terms and conditions, in particular the competition regulations and a section that describes the task of the competition.

Competition notice The formalised, public notification about the start of a tender or award procedure in national or international, analogue or digital media is referred to as the competition notice.

Competition portal The Federal Chamber provides public information on the competition and awards by means of its competition portal at www.architekturwettbewerb.at

Competition procedure Competition procedures are intended to help the promoters arrive at a plan or design on the basis of a comparative assessment by a jury. Competition procedures do not lead directly to the awarding of a contract.

Competition project The plans, models, texts, etc. submitted by a participant to the jury on condition of anonymity are referred to as the competition project.

Competition risk The competition risk comprises the promoter risk and the participant risk. The competition risk is at a minimum when the risks are distributed approximately evenly between the promoters and the participants.

Competition rules Architectural competitions must always be based on so-called competition rules, which at a minimum must provide information on the following points: Procedure of the jury; prize monies and forms of remuneration, utilisation and exploitation rights; return of documents; evaluation criteria, indication of whether one or more winners of the design competition should be chosen; in the latter case, indication of the number of winners; reasons for exclusion; deadlines. These *Competition Rules for Architecture* are intended as a practically applicable set of rules for public and private architectural competitions.

Competition standard for architecture The competition standard for architecture summarises the most important normative texts on architectural competitions. The *Principles of the Architectural Competition*, which contain the positions of the Federal Chamber, the *Competition Rules for Architecture*, as a practically applicable set of rules for public and private architectural competitions, and the *Performance Profile of the Architectural Competition*, which defines the competition project and the minimum prize monies and determines the common types of competition.

Contract value The estimated value of a contract is the total value anticipated to be paid and professionally determined by the client for all services pertaining to the project, exclusive of value added tax (VAT). Where the client provides for prizes or payments to candidates or participants, he/she/it shall take them into account when calculating the estimated value of the contract.

Cooperation Cooperating with promoters on architectural competitions is in the interests of the Federal Chamber and the Regional Chambers when holding competitions. Cooperation means the support of public and private promoters with the preparation and implementation of an architectural competition based on the cooperation criteria.

Cooperation declaration The cooperation declaration of the cooperating Chamber is a publicly awarded certificate for a standardised award practice. It informs everyone involved in the competition, in particular the participants, about the formality and content of the procedure. The positively concluded check of the competition documents and the resulting cooperation with one of the Chambers must be documented in the general section of a competition brief by indicating the procedure number together with the date and identification number of the corresponding cooperation declaration.

Cooperation criteria The ten cooperation criteria must be used to check the competition documents for each architectural competition which is held in cooperation with the Federal Chamber or one of the Regional Chambers. If the cooperation criteria are sufficiently met, such that the mutual rights and obligations of the promoter, jury and participants are reliably established and the professional interests of the architects are protected, then the cooperation will be announced publicly.

Criteria for qualitative selection Suitability criteria are defined as the non-discriminatory minimum requirements placed on candidates, tailored to the performance content, i.e. the competition task, and laid down in the competition brief by the promoter. The meaningful minimum requirements must be laid down separately by the jury for each architectural competition.

Decision of the jury The final decision of the jury on the ranking of the competition projects, together with determination of the winner is referred to as the decision of the jury.

Design competition In a general sense, the design competition is a formalised instrument for the competition between companies on a specific market. In the narrower sense of the design or project competition, it means a procedure whereby public or private promoters want to create a plan or design, in particular in the areas of spatial, landscaping and urban planning, architecture and construction. Design competitions can be held as ideas competitions or realisation competitions.

Evaluation committee A committee which meets in the course of the negotiated procedure in order to evaluate the offers is referred to as an evaluation committee. In the negotiated procedure following prior notification of architects' services, at least half of the evaluation committee should, like a jury, be made up of specialists who have the same or an equivalent qualification as the tenderers. In the negotiated procedure that follows an architectural competition and involves the winner, the chairperson, who in any event should be a professional jury member, should at least be a member of the evaluation committee.

Evaluation criteria The evaluation criteria are the non-weighted, non-discriminatory criteria which must be notified in the competition brief in order of their importance and against which the jury makes its decisions in architectural competitions. The frequent attempt to weight the evaluation criteria, i.e. to base them on point systems for the purpose of accelerating or "objectifying" jury decisions, is absurd and regularly leads to failure. The qualified handling of the evaluation criteria can only take place on the basis of a detailed discussion of the project's characteristics by the jury. A quantified use of the evaluation criteria, above all dispensing with a debate on quality, which is the essence of the jury, is fundamentally wrong.

Financial compensation In contrast to prize money, only the fulfilment of the requested services, and not success in the architectural competition, is decisive for the granting of a financial compensation.

Functional performance description The functional performance description, as applied in architectural competitions in the form of the task, precisely and neutrally lays down the specifications for the performance target to the extent required to identify all conditions and circumstances required for creating the competition project. However, the project or task must not be described in such a way that gives individual participants a competitive advantage. The functional performance description defines the minimum requirements imposed by promoters or users on the competition object.

General planner The term general planner is used to refer to a company that takes on overall responsibility for the planning of a project and, if necessary, for the supervision of its implementation. The general planner is the sole point of contact for the client. General planners instruct and coordinate the technical planners, in return for which they are paid a premium on their basic planning service.

General planner competition The general planner competition is a non-standardised description under public procurement law for a realisation competition in which the winners are promised a general planner contract in the declaration of intent.

Ideas competition An ideas competition is an architectural competition intended to create a plan or planning for promoters, especially in the fields of spatial, landscape and town planning as well as urban development. The ideas competition does not involve any intention to actually build the winner's competition project.

Intellectual performance The term intellectual performance is used to refer to a performance that does not necessarily produce the same result when rendered on multiple occasions. This is because its main objective is to solve a task by rendering intellectual work. While such performances by their nature require a description of the objective or task, it is not possible to produce a clear and complete description of the performance in advance. Consequently, a "constructive" (detailed) performance description is not possible for a competition task, but only a "functional" (in principle) one. The intellectual service used to be described as the "intellectually creative service"; the presently used term 'intellectual service' does not detract from the indisputable creative element of the architect's work, in particular the competition project.

Jury The term jury refers to the selection and evaluation committee in architectural competitions. The jury comprises jury members who are independent from the participants in the competition. If the competition participants are required to have a particular professional qualification, at least half of the jury members must have the same or an equivalent qualification. The professional jury members must also be independent from the promoter. The jury decides independently and finally on all technical and discretionary matters based on a qualifying debate using the evaluation criteria.

Multi-stage The term 'multi-stage' is used to describe an architectural competition that has more than one processing stage. An architectural competition can and should be held in two or more stages, if the participation risk cannot be calculated because of the high processing cost and the depth of processing required by the jury cannot be attained.

Participant The status of participant presupposes the entitlement to participate. For a public architectural competition, this entitlement commences with the unilateral notification of the intent to participate, e.g. by means of registration or a request for provision of the competition documents, while for an invited or non-public architectural competition this entitlement commences at the time of registration.

Participant collective A pool of several companies, which come together for presenting a joint competition project, is referred to as a participant collective.

Performance profile of the architectural competition The performance profile of the architectural competition regulates the nature and scope of the competition projects promoted in an architectural competition. Based on the complete description of the competition project, the performance profile of the architectural competition enables the minimum prize money or minimum financial compensation for the common types of competition to be established.

Preliminary check The preliminary check is the comparative preparation of the procedural, technical, economic, etc. aspects of the submitted procedural contributions derived from the competition documents and serves as the basis on which the jury holds discussions and takes decisions.

Prize competition A prize competition is the publicised, binding promise of a reward for a performance or an achievement. It is not aimed at specific persons or companies. A prize competition that includes the awarding of a prize must also include a submission deadline. The term prize competition is commonly used for architectural competitions, i.e. for procedures on immaterial performances that are based on a comparison of quality.

Prize money In essence, financial rewards for the first, second, third, fourth, etc. placing of competition projects by the jury are referred to as prize money.

Prize-winner Authors of the competition projects considered by the jury for prizes and recognition prizes are referred to as prize winners. In connection with realisation competitions, the restrictive term 'winner' is significant, as it refers to the person invited to the negotiated procedure.

Procedural organiser A procedural organiser renders the procedural preparation, the overall administrative processing of an architectural competition and, if necessary, the preliminary check for promoters.

Professional jury member A professional jury member is a person who is appointed to a jury and who holds an equivalent qualification to the participants. The professional jury member is able to evaluate the competition entries based on all of the notified evaluation criteria. The number of professional jury members must exceed the number of technical jury members on a jury.

Promoter The promoter is the legal entity that makes the promise of a reward for a performance or achievement.

Realisation competition Realisation competitions are competitions in which a negotiated procedure for awarding a public service contract is carried out after the competition procedure has been implemented. Realisation competitions must only be held when there is a firm intention to award the design performance which is the object of the procedure.

Reasons for disqualification The reasons for disqualifying competition projects define the infringements of the procedural conditions, in order to prevent distortions to the result of the competition. The list of reasons for disqualification includes reasons that must lead to disqualification, such as late submission, breach of anonymity, attempting to influence the preliminary examination or the jury, absence of entitlement to participate, lack of explanation on the separation of planning and the implementation or submission of multiple competition entries. Any other infringement of the competition documents, such as formal errors or failing to meet all the requirements of the programme, can lead to the disqualification of the competition entry in question. The jury is responsible for the disqualification of competition projects.

Reasons for exclusion The reasons for excluding competitors define the incompatibilities of participating in a competition, in order to prevent distortions to the result of the competition. The list of reasons for exclusion includes the advantage of knowledge gained through previous achievements, other functions in the architectural competition in question, relationships, partial ownership of companies, professional dependence, attempting to influence the jury, attempting to circumvent anonymity. The jury is responsible for excluding participants.

Revision The term revision refers to an unforeseen procedural phase in a single or multiple stage architectural competition, in which questions are answered in greater depth while preserving the anonymity, task and jury in return for the promise of an appropriate financial compensation. Questions are directed at the authors of individual, shortlisted competition projects by the jury through a notary public. An appropriate period is to be allowed to answer the questions. A revision does not have to be announced as an option in the competition brief in order that it may be spontaneously initiated by the jury.

Selection criteria Selection criteria are the non-discriminatory, contractor-related criteria tailored to the performance content and laid down by the promoter in order of their importance. In the case of non-public competitions, the quality of the candidates is assessed according to the selection criteria and the participants selected accordingly.

Single-stage The term 'single-stage' is used to describe an architectural competition that has only one processing stage. The application phase in a non-public architectural competition is not described as a stage in this context; consequently, there are non-public, single-stage competitions. An architectural competition can and should be implemented in a single stage if the scope and character of the competition task does not exceed the participants' reasonable processing expenditure and does not fall short of the processing detail required for evaluation by the jury.

Threshold The threshold regulated by public procurement law determines whether architectural competitions of public promoters fall above or below the threshold. If the estimated order value exclusive of value added tax (VAT) of all public service contracts combined exceeds the threshold, then the architectural competition must be announced throughout Europe; below the threshold, a national announcement will suffice. Invited architectural competitions are only permissible below the threshold.

Total prize money The term total prize money is understood to mean the sum of all net amounts awarded as prizes, recognition prizes and financial compensation.

Total prize money calculation The total prize money calculation, as laid down in the *Performance Profile of the Architectural Competition*, applies to architectural competitions which are held in cooperation with the Federal Chamber or one of the Regional Chambers. The total prize money calculation is based on experience of the costs incurred for the partial performance of the preliminary draft, depending on the scope and degree of complexity of the design task. The participation risk is included in the calculation for architectural competitions.

Transparency An architectural competition is deemed transparent when information on all phases of the competition is publicly available.

Urban planning competition The urban planning competition is mostly held as an ideas competition and more rarely as a realisation competition. The urban planning competition is also understood to be an architectural competition, although it takes place on a different scale to structural design.

Winner The term winner refers to the person or company placed first by the jury in an architectural competition. After a realisation competition, the winner is logically invited in private to negotiations on the performance contract. The invitation of multiple winners to the negotiated procedure, which must be announced in the competition brief, represents a considerable increase in risk on the path to awarding the contract. Under public procurement law, the term “winner” must be differentiated from the term “winners”. In this regard, it is more meaningful than the terms “prize-winner” or “prize-winners”, because it includes the holders of recognition prizes who cannot be invited to a negotiated procedure following an architectural competition organised by public promoters.

2 Check list for competition documents and jury activity

2.1 Competition documents: Structure and contents

Part A General part of the competition brief

- 1 | Cover: Competition name, competition type, promoter, any subsequent negotiation procedure, threshold range, contract type, submission deadline, place and date of contest notice;
- 2 | Contents: Prize competition documents Parts A - D;
- 3 | Promoter, possibly client: name, address, invoice address;
- 4 | Procedural organiser: name, address;
- 5 | Preliminary checker, point of contact, consultant: names, addresses;
- 6 | Object of the architectural competition;
- 7 | Type of the architectural competition; justification of the choice;
- 8 | Entitled participants;
- 9 | Legal documents: in particular the competition rules, in accordance with CRA 2010;
- 10 | Declaration of cooperation of the Federal Chamber or a Regional Chamber;
- 11 | Composition of the jury;
- 12 | Procedure of the jury and reference to CRA 2010;
- 13 | Prizes, acknowledgement prizes and financial compensation;
- 14 | Identification of the winner or number of targeted winners;
- 15 | Declaration of intent of the promoter;
- 16 | Deadlines: contest notice, questions, answering of questions, colloquium, on-site examination, award;
- 17 | Approximate deadlines: preliminary check, jury session, exhibition.

Part B Special part of the competition brief

- 1 | Task: complete description of the competition task;
- 2 | 'Must' criteria for competition solution: list of mandatory content requirements for an assessable competition project;
- 3 | Planning references: solution-relevant passages from planning guidelines, etc.;
- 4 | Competition project: type and scope, in accordance with CSA 2010 Part C § 2 onwards;
- 5 | Evaluation criteria: task-specific, arranged in order of importance.

Part C Processing documents

- 1 | List: processing document provided by the promoter;
- 2 | Planning documents: at the same scale as the competition project;
- 3 | Planning guidelines: ordinances, laws, preliminary studies, etc.;
- 4 | Planning documents: images, texts, tables, etc.;
- 5 | Forms: proof of suitability, proof of authorship, key values, ratios.

Part D Supplemental determinations on the competition brief

- 1 | Answering of questions: anonymised questions, answers of the jury;
- 2 | Minutes of colloquium and on-site examination.

2.2 Jury - Activities of the chairperson in the constituting session

The promoter or chairperson must arrange or initiate the following:

- 1 | Constituting session in good time before release of the contest notice;
- 2 | Meeting of promoters, jury members, procedural organisers, preliminary checkers, consultants;
- 3 | Welcome by promoter or representative;
- 4 | Start by noting the time and persons in attendance;
- 5 | Determination of ability to take decisions: at least three quarters of all jury members entitled to vote, at least half of the professional jury members entitled to vote; in accordance with CRA 2010 § 7;
- 6 | Chairperson: only jury members in attendance are electable, proposals for election only from the jury, discussion;
- 7 | Election of the chairperson, immediate acceptance of the chairperson;
- 8 | Proposed election of vice-chairperson: discussion and election;
- 9 | Proposed election of secretary: discussion and election, immediate commencement of minuting work;
- 10 | Clarification of session participation: attendance of persons not entitled to vote;
- 11 | Question of partiality of the jury members;
- 12 | Instruction: non-disclosure until the competition outcome is announced;
- 13 | Agenda: Proposal of the chairperson, discussion, decision;
- 14 | Competition objective: evaluation of the agreement of project intention, contest notice text and competition brief;
- 15 | Competition risks: estimate for promoters and participants, opportunities for minimisation;
- 16 | Contest notice text, competition brief, competition documents: check of readiness for publication;
- 17 | Check project requirement: if necessary, additional performances in accordance with CSA Part C § 3 forwards;
- 18 | Check total prize money calculation: in accordance with CSA Part C § 6;
- 19 | Check content of declaration of intent: for completeness;
- 20 | Check evaluation criteria: for specific task-related formulation, in order of importance, unweighted;
- 21 | Check planning documents and guidelines: for completeness;
- 22 | Check plan documents: for completeness;
- 23 | Check entitlement to participate: lowest possible suitability hurdle in the context of minimising the risk to promoter and participants;
- 24 | Check legal documents: completeness, sequence, including full quotation of CRA 2010;
- 25 | Check order of dates: early participant colloquium with the jury, quick answering of questions, sufficient processing time;
- 26 | Check determination: winner or multiple winners;
- 27 | Contest notice texts, competition documents: decision on the changes;
- 28 | On-site examination in the competition area;
- 29 | Minutes: decision, signed by all jury members;
- 30 | Adjournment of the jury, with note of the time.

2.3 Jury – Activities of the chairperson in the colloquium with participants

The chairperson must arrange or initiate the following:

- 1 | Timing of the colloquium: in the first third of the processing period;
- 2 | Resumption of the session following the constituting session;
- 3 | The chairperson welcomes the jury;
- 4 | Start by noting the time and persons in attendance;
- 5 | Determination of ability to take decisions;
- 6 | Explanation of the agenda by the chairperson;
- 7 | Proposal of the chairperson on the agenda: discussion, decision;
- 8 | The chairperson welcomes the participants;
- 9 | Explanation of the competition documents by the chairperson: in particular the task, declaration of intent, type and scope of the competition projects, special features of the competition documents, sequence of dates;
- 10 | On-site examination in the competition area;
- 11 | Questions of participants and answers of the jury;
- 12 | Discharge of the participants by the chairperson;
- 13 | List of questions and answers: discussion, drafting of the answers;
- 14 | Competition documents: discussion and any decision on changes or additions;
- 15 | Signing of the minutes: by all jury members;
- 16 | Adjournment of the jury, with note of the time.

2.4 Jury - Activities of the chairperson in the evaluation session

The chairperson must arrange or initiate the following:

- 1 | Resumption of the session, welcome, determination of the ability to take decisions, question of any partiality;
- 2 | Warning on confidentiality until the outcome of the competition is known;
- 3 | Reasons for disqualification: report on the preliminary check, request, decision;
- 4 | Agenda: proposal, request of chairperson, decision;
- 5 | Evaluation criteria: confirmatory repetition in the jury;
- 6 | 'Must' criteria: confirmatory repetition in the jury;
- 7 | individual informational round of the jury;
- 8 | Tour of competition area: entire jury;
- 9 | Preliminary check: Receipt of the presentation and report;
- 10 | first informational tour: with preliminary check, without decisions;
- 11 | Consultants: receipt of any reports;
- 12 | First round of disqualification or selection: defined on disqualification or progression, summary evaluation;
- 13 | Further information rounds: for clarification of questions, possibly to bring back disqualified projects, request, decision;
- 14 | Disqualification and selection rounds: until shortlisted competition projects are identifiable; i.e. about twice the number of rankings to be rewarded; detailed group or individual project description and justification, from round to round;
- 15 | Discussion of revision: shortlisted competition projects; assurance of anonymity, request, decision; following meeting of the jury on evaluation of the revisions;
- 16 | Individual description of shortlisted projects: twice the number of projects to be rewarded, using all evaluation criteria;
- 17 | Selection round of prize rankings: determination for at least 3 prizes, at least 3 recognition prizes, always first place (winner), no tied rankings, all prize rankings awarded, detailed description and justification of each prize rank;
- 18 | Runners-up: two each for prize and recognition prize rankings;
- 19 | Prize money: if necessary, distribution of the total prize money based on the competition brief, request, decision;
- 20 | Recommendation of the jury: on winners;
- 21 | Opening of author envelopes, checking of entitlement to participate: Reading out the names of the awarded authors and runners-up;
- 22 | Informing of prize winners by telephone: by the chairperson;
- 23 | Publication: event for mass media and exhibition;
- 24 | Minutes: decision, signing by all jury members; initiation of immediate dispatch to all prize winners, runners-up, participants, to cooperating Chamber;
- 25 | Close of jury: Thanks and return by chairperson to promoter.

2.5 Jury - Activities of the secretary in the evaluation session

Minutes must:

- 1 | Be written as summary minutes;
- 2 | Be taken separately for each session or session day;
- 3 | Be inspectable during the session by each jury member;
- 4 | Be publicly accessible immediately after the outcome of the competition is known.

The secretary must note the following:

- 1 | Description of the competition;
- 2 | Place, date and duration of the jury session;
- 3 | List of those present: jury members, replacement members, procedural organisers, preliminary checkers, consultants, indicating any known reasons for non-attendance;
- 4 | Names of chairperson and secretary: with indication of time;
- 5 | Result of determination of ability to take decisions;
- 6 | Result of question about partiality, warning on confidentiality;
- 7 | Procedure during the evaluation, in all its phases, in traceable form, clear presentation of the rounds, reports from preliminary checkers, consultants, requests, debate contributions, etc.;
- 8 | Place, time, duration and interruptions of the sessions;
- 9 | Verbatim minuting of individual parts of the negotiations, if this requires the majority of the members of the jury present who are entitled to vote;
- 10 | Verbatim record of the requests presented for approval, numbered result of the approval, decisions taken;
- 11 | Named outcome of a vote, if this requires at least half the votes of those entitled to vote;
- 12 | Verbal individual evaluation of at least twice the number of competition projects to be rewarded;
- 13 | Detailed justification of the selection decision for prizes, recognition prizes, runners-up for prizes and recognition prizes and for financial compensation;
- 14 | Competition result in clear form;
- 15 | Precise determination of the identity of all participants and their employees in a clear form;
- 16 | Recommendation of the jury on the first-ranked competition projects, or the competition projects of the winners, where necessary with conditions;
- 17 | Instructions for informing the prize winners and runners-up about the result of the competition;
- 18 | Places and times: exhibition of the competition projects, intended informational events, etc.;
- 19 | Approval of the minutes before the end of the session: signatures of all jury members, with names printed alongside;
- 20 | Closing comment by the chairperson or promoter, time at which session ends.

Imprint

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The Competition Standard for Architecture was adopted at the 67th session of the Federal Section for Architects on 19 February 2010.

The Competition Standard for Architecture (CSA 2010) came into force on 1 June 2010.

The architectural competition is a quality-based, project-orientated and formalised procedure, in which intellectual performances in the form of plans, models, images, texts, etc. are compared with each other on the basis of a specified task and previously announced evaluation criteria and evaluated by an independent jury under the assurance of the anonymity of the participants. Architectural competitions aim to identify the relatively best projects from amongst the competition projects, to traceably present the evaluation and to transparently present the outcome of the competition. The project ranked first shows not only the most purposeful draft approach, but also the winner as the best-qualified partner for subsequent planning stages.