Detailed Division of roles and responsibilities

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| **Task** | **RIBA** | **Hull 2017** | **British Council**  **(collaborator and sponsor)** | **Wedge**  **(sponsor)** | **Judges** | **Stakeholders**  **(Holy Trinity, Hull City Council)** |
| Draft and agree competition brief | x | x |  |  |  |  |
| Agree advisors | x | x | x |  |  |  |
| Agree long list of practices to be invited to express interest | x | x | x |  |  |  |
| Issue invitation to express interest | x |  |  |  |  |  |
| Receive and process submissions | x |  |  |  |  |  |
| Facilitate and host meeting to create shortlist | x |  |  |  |  |  |
| Participate in shortlisting | x | x | x | x | x |  |
| Advise all invited practices of shortlisting outcome | x |  |  |  |  |  |
| Arrange and host site visits to Hull for shortlist | x | x |  |  |  |  |
| Issue detailed site information to shortlist |  | x |  |  |  |  |
| Arrange and host shortlisted design presentations (in Hull), including site visit and briefing for judges | x | x |  |  |  |  |
| Review of submissions with comments forwarded to judges for info only | x | x | x | x |  | x |
| Select winning design |  |  |  |  | x |  |
| Issue commissioned design contract |  | x |  |  |  |  |
| Manage process of design, deal with queries and information requests | x | x |  |  |  |  |
| Sign off completed detailed design, inc RAMS | X\* | x |  |  |  |  |
| Manage process of fabrication, installation |  | x |  |  |  |  |
| Arrange and host launch/PV | x | x | x |  | x |  |
| Watching brief on ongoing maintenance/invigilation if required |  | x |  |  |  |  |
| Manage process of de-construction and removal from site |  | x |  |  |  |  |

* Please note that formal “sign off” in terms of legally commissioning the design has to rest finally with H2017 as they are the commissioners for the physical construction, RIBA would participate and advise in the review and final agreement of the detailed design.