

**DRAFT MINUTES
of the Executive Board Meeting
held on 23 and 24 March 2016
at UNESCO – Paris**

Present: President Jorge Spitalnik, President Elect Marlene Kanga, Past President Marwan Abdelhamid, Executive Vice President Crtomir Remec, Executive Vice President Peter Greenwood, Treasurer Reginald Vachon, Deputy Treasurer Pierre de Boigne, Executive Director Tahani Youssef and Internal Auditor Haro Bedelian Observer.

(Minutes numbering coincides with Agenda numbering and does not necessarily represent the order in which subjects were discussed)

I. Opening remarks

The president welcomed the participants.

II. Approval of the Agenda

The items of the agenda were approved with several additions to Miscellaneous

III. Review of any Matters from the Kyoto executive council and general assembly meetings

a) Report of the STCs Review Group (P. Greenwood)

The name of the Group is now STCs Performance Group.

Marlene Kanga in her capacity of president elect will chair the Group.

Peter Greenwood will continue as coordinator of the Group

The list of the ten members of this group will be sent to the executive council for approval. A non-voting specialist could be a member of the group.

The self-assessment sheets that will be circulated to STC chairs will include reporting on progress on links with the SDGs.

A relationship between the assessor and the STC chair should be established.

A motion to accept the Group's report and approve its actions was carried.

Motion 1

b) Classification of STCs (Jorge Spitalnik)

The president referred to the document he circulated to the board members and mentioned in this respect that not all of the WFEO Standing Technical Committees have the same characteristics: some are "technical" while others are not. Non-technical committees are essentially related to the implementation of WFEO policy issues.

This issue has already been raised in 2011 and needs now to be addressed.

The president read out the characteristics and operational procedures of both types of committees as included in the above mentioned report and highlighted the idea that Women in Engineering, Young Engineers and Anti-corruption STCs and UN/WFEO relations committee (WURC) are not dealing with engineering but with social matters, professional practice matter and engagement with the UN and could be policy implementation committees.

Several board members underlined the importance and relevance of WURC and the need to change its status to a standing committee.

The president explained that he wished this initiative to be considered as a board initiative. This was largely discussed.

A motion to receive the president's paper on reformulation of STCs and endorse its underlying principles was carried.

Motion 2

A motion to establish a work group with Reginald Vachon as chair and C. Remec and P. Greenwood as members to achieve progress on this matter and submit a proposal to the executive council was carried.

Motion 3

c) Recommendations on STCs relevance

V. Mujumdar will present a report on this to the extended board meeting on 15 March

d) Strategic Planning Task Group

Marlene Kanga explained to the board that she was the convener of this group and that Crtomir Remec was the chair.

Crtomir Remec established a list of members of this group as follows:

Vilas Mujumdar for two years
Peter Greenwood for two years
José Vieira for two years
Marwan Abdelhamid for four years
Mustafa Shehu for four years
Ruomei Li for four years
Darrel Danyluk for four years
Jaime Santamaria for four years
Jorge Spitalnik *ex officio*

A motion to endorse the strategic planning task group report and approve its members was carried.

Motion 4

e) Membership of the IEA/WFEO Committee

Peter Greenwood mentioned that the members of the Operations Committee to follow up this agreement will be advised later on.

f) Report of the Marketing Task Group

Nicola Monda will present the marketing task group's report at the extended board meeting on 25 March.

g) Action Plan

C Remec mentioned that a group could be established to address this issue if the strategic planning task group agrees to that. He added that WFEO actions emanate from STCs and from SPTG.

h) World Engineering Forum

Marwan Abdelhamid reported to the board that the business plan for this initiative is being readapted to meet the requirements of the United Arab Emirates and will be sent to Dubai within two months.

i) Follow up on Engineering Fund for Africa

Marwan Abdelhamid reported that after the signing of the Abuja Declaration in 2014, an idea came up to create a 5 million dollar fund in WFEO to implement the Abuja declaration and contribute to the development of African countries. This fund would bear the name of the President of Nigeria.

IV. WURC

Reginald Vachon mentioned that the UN Sustainable Development Goals will only be accomplished with a strong engineering involvement with the Goals.

He added that during the face to face meeting of WURC that took place the previous day, he made a presentation on the 17 Sustainable Development Goals (SDGs) and the need for STCs to get involved on a long time basis to change these goals to reality.

He referred to a white paper that was sent to the UN back in June/July when the 17 SDGs were in the process of being considered before being finally adopted in September. This paper includes a table showing the SDGs that might be taken on by many of the WFEO STCs.

He added that WURC's International Activities Committee had a sub-committee on sustainability that was responsible of supporting WFEO relative to the UN 17 SDGs.

He also indicated that he will put together a budget for WURC activities including representation of WFEO at UN events in order to seek sponsorships.

Concerning WFEO partnership in NGOs events, R. Vachon read out the paper that the president had sent out to board members. The president mentioned that criteria are needed to grant permission to speak on behalf of WFEO in meetings of NGOs whose objectives are not well known by the Federation.

The President explained that WFEO was invited to be an organizing partner, co-lead a track on Urbanization and Infrastructure give a keynote speech at the annual conference hosted by the Catholic Relief Services (CRS) to be held in Nairobi, Kenya from 16 to 19 May 2016. In this respect, AAES, national member for the US sent a letter to WFEO requesting WFEO to collaborate with this NGO and designate Reginald Vachon to represent the Federation at their conference.

The President indicated that WFEO can accept this designation since it comes from a Federation's national member

A motion to accept that Reginald Vachon represents WFEO at the CRS conference was carried.

Motion 5

A motion to establish a working group made up of Marlene Kanga, Marwan Abdelhamid and Peter Greenwood to elaborate criteria dealing with invitations received from NGOs and providing WFEO representatives at their meetings was carried.

Motion 6

A motion to accept the report of Reginald Vachon was carried.

Motion 7

V. WFEO Relations with CAETS

Marlene Kanga reported to the board that she was approached by the new president of CAETS (International Council of Academies of Engineering and Technological Sciences) to identify areas of cooperation between both organizations such as putting in place position papers. M. Kanga was also invited to participate in a panel discussion on capacity building at the Engineering a Better World International Gathering in London in September 2016.

She also proposed to reinvigorate the MOU signed with CAETS back in 2006 and move forward towards an agreement.

A motion to renew the MOU with CAETS, move forward towards an agreement, approve Mrs Kanga's representing WFEO at the September meeting and recommending the participation of other members to do the same without cost for WFEO was carried.

Motion 8

FINANCE AND ADMINISTRATION

VI. Task Force on Governing Documents

Peter Greenwood reminded the Board that the executive council had approved the members of the TFGD as follows:

Vilas Mujumdar (Chair)
R. Vachon
P. Greenwood
SC Tan
C. Remec
J. Santamaria

The council had also approved the following new task force terms of reference:

Receive referrals from the Executive Director and Executive Board considering the constitutional and rules of procedure;
Consider whether referrals comply with constitutional requirements and report to the Executive Board with a proposed course of action and timetable if any change is contemplated;
Prepare draft changes;
Consult widely before submitting proposals to the Executive Board for a decision by the Executive Council or General Assembly;
Review the governance documents from time to time to ensure best practice.

FINANCE AND ADMINISTRATION

VII. Financial Situation

A motion to approve the audited 2015 accounts as presented by In Extenso and ask them to close the accounts was carried.

Motion 9

A motion to approve the 2016 budget forecast was carried

Motion 10

An addition of the legal compensation of the retired executive director should be added to the 2016 forecast

A message and table on the current fee structure as prepared by Paul Jowitt was circulated. It doesn't include any recommendation and will be followed up by Reginald Vachon.

VIII. Administration

Report of the Executive Director

The executive director reported on staff at headquarters and mentioned that Ivan Juiz is now working on full time basis and will help with administrative affairs in addition to his task as webmaster.

Jacques de Méreuil, candidate for the position of executive director was introduced to the board members. His CV and draft work contract were circulated. He answered the questions asked by board members and left the room. He would start working at HQ on the 2nd of May and will be officially executive director on the 1st of July upon the retirement of Tahani Youssef.

A motion to sign the work contract with Jacques de Méreuil was carried.

Motion 11

The executive board with all present with the exception of the immediate past president met in executive session without Tahani Youssef to discuss the proposed employment contract for Tahani Youssef which was circulated.

After due consideration and discussion on the merits of the proposed and attached employment contract versus a consultancy contract (commercial contract in accordance with French law);

Upon a motion duly made and seconded the executive board voted unanimously to accept the contract with a change to the title of the employee to “Advisor to the Executive Director”

Subsequent to the above vote the executive board went out of executive session into the executive board session.

A motion to sign the fixed term work contract with Tahani Youssef was carried

Motion 12

IX. Membership

France

Marlene Kanga reported on a meeting that took place on 22 March between Jorge Spitalnik, Marlene Kanga, Tahani Youssef and Jacques de Méreuil from WFEO and from IESF: François Lureau, President, François Blin executive director and Philippe Deltombes vice-president.

Discussions focused on the advantages for IESF if they return to WFEO that included their participation in task groups on specific issues of interest to both organizations such as new technologies, biotechnology, nanotechnology, robotics and other. It was also mentioned that the hosting term of several STCs will be coming to an end in 2019 and that IESF could be proposed as host of one of them such as the energy committee.

President Lureau showed great interest in this proposal.

She also reported to the board that President Spitalnik made an offer to IESF, namely, that IESF contribution to the WFEO COP 21 Summit in Paris to be considered as their subscription for 2016 provided they pay their subscription for 2017. There was some negotiation about the amount of subscription and President Lureau indicated that a 2017 subscription of a minimum 5000 Euros and possibly 8000 Euros could be considered and that he will discuss this with IESF board for approval.

A motion that the executive board approves sending a letter to IESF mentioning that they are considered as member of WFEO in 2016 provided they confirm within a month that they will pay subscription as of 2017 was carried.

Motion 13

Germany

Follow up of a meeting that Marwan Abdelhamid had with VDI in Dusseldorf should be made.

PROGRAMS AND PROJECTS

X. 2016 Executive Council in Lima, Peru

The executive director reported that the Peruvian organizers did not send any information.

A motion that a letter be sent to them mentioning that unless sufficient information is received by 15 April, the executive board will have the authority to consider Paris as venue for these meetings was carried.

Motion 14

XI. Miscellaneous

Membership of COPIMERA

COPIMERA (Confederación Panamericana de Ingeniería Mecánica, Eléctrica, Industrial y Ramas Afines) sent a request to become an Associate member of WFEO. All required documents were sent to the Board members.

After discussions, a motion to approve the membership of COPIMERA as Associate member with the amount of subscription to be fixed later on was carried.

Motion 15

Change of membership status of ACECC

ACECC (Asian Civil Engineering Coordinating Council) expressed their wish to change their membership status from Associate Member to International Member.

The board confirmed that international members are to represent the largest possible number of engineering discipline and not just one. The board also recognized that a mistake was made when the World Engineering Council was accepted as international member but the rule is that they should represent all or most of the engineering disciplines.

A motion not to allow ACECC to change their membership status was carried.

Motion 16

The membership status of ECECC which represents all engineering disciplines but only as far as chartered engineers are concerned, was discussed. It was agreed to further study this matter.

The meeting recessed at 18h00 and resumed on 24 March at 10h00

Proposal for the Project on World Engineering Index

This proposal is deleted from the executive board agenda.

A motion to send Andrew Lamb a letter indicating that he has no authority whatsoever to write on WFEO letterhead paper, use the WFEO logo and speak on behalf of WFEO was carried.

Motion 17

A motion not to contact the Happold Foundation concerning this project for the time being and send them a letter indicating that Andrew Lamb does not work for WFEO anymore was carried.

Motion 18

World Bank

A motion to send the letter received by Eng Rathore from the World Bank to WURC and the chair of the energy committee was carried.

Motion 19

Report on the Meeting of the President's Advisors Group

The President informed the board that his advisors came up with two proposals during their meeting with him earlier this week. One concerns the increase of the Associates subscription by at least 2000 Euro according to the number of employees in the relevant corporations. The other one concerns the non-profit organizations where the amount of 2000 Euros will be applied regardless of the number of employees.

After discussions a motion to receive the advisors proposals and submit it to the finance committee for further study and report to the board was carried.

Motion 20

Use of WFEO Logo

A motion that the finance committee establishes a fee for the use of the WFEO logo was carried.

Motion 21

STCs websites

A motion to advise all STC chairs that they need to move their own websites to WFEO by June 1st and to stop using the WFEO logo on the social media was carried

Motion 22

Membership of Task Groups and Committees

The executive board decided to approve the membership of the following as indicated by Peter Greenwood bearing in mind that they need to be approved by the executive council:

Finance Committee

Reginald Vachon (chair)
Jorge Spitalnik (ex officio)
Adel Al Kharafi
Marlene Kanga
Pierre de Boigne
Haro Bedelian
Mustafa Shehu
Peter Greenwood (observer)

Awards Committee

Mustafa Shehu (chair)
Reginald Vachon
Ruomei Li
Nicola Monda
Martin Manuhwa
Khaled Chehab
Crtomir Remec (observer)

Nominations Committee

Paul Jowitt (chair)
Carlos M Gonzalez
Tahani Youssef
Jean-Claude Badoux
J P Mohsen
Martin Manuhwa
Marwan Abdelhamid

Marketing Task Group

Nicola Monda (chair)
Majeed Al Gassab
Marlene Kanga
Marwan Abdelhamid Paul Jowitt
Vilas Mujumdar

Africa Catalyst Project

Haro Bedelian reported to the board that added that if DFID receives approval of funding, it will launch the Africa Catalyst Project at the Conference on Engineering a Better World organized by CAETS and the Royal Academy of Engineering in September 2016 in London, UK. Then WFEO will need to see how it can get involved.

Internal Audit

Peter Greenwood read out his report on internal auditing that includes the key attributes of an internal audit and the internal auditor's terms of reference.

A motion to receive the internal auditing report was carried.

Motion 23

Ratification of the Executive Council Membership

The executive board ratified the results of the executive council elections that took place during the general assembly of 4 December 2015 in Kyoto, Japan.

XII. Next Meeting

The executive board will meet in Lima, Peru next December.

With no other items to discuss, the president thanked all participants and closed the meeting.