

**Draft Minutes of the Meeting of the
WFEO EXECUTIVE COUNCIL**

Kyoto, Japan – 1st of December 2015

Present

1. Members

a) Officers

M. Abdelhamid	President
J. Spitalnik	President Elect
A. Al-Kharafi	Past President
P. Greenwood	Executive Vice President
H. Bedelian	Executive Vice President
R. Vachon	Treasurer
SC Tan	Vice President
A.M. Alameddine	Vice President
D. Danyluk	Vice-President
S.S Rathore	Vice-President
K. Gong	Vice-President
S. Grossman	Vice-President
Y. Brijmohan	Vice-President
B. Al Awwad	Vice-President
M. Manuhwa	Vice-President
T. Komatsu	Vice President
Z. Lari	Vice President

b) National Members

X. Liu	China
D. Favrat	Switzerland
M. Manuhwa	Zimbabwe
M. Kanga	Australia
V. Mujumdar	USA
JT da Silva	Brazil

c) International Members

P. Jowitt	CEC
A. Al Hadithi	FAE
M.B Shehu	FAEO
J. Vieira	FEANI
J.LEE	FEIAP (by proxy)
E. Amorim	UPADI

2. Observers

M. Al Gassab	Bahrain
M. Alhermi	Bahrain
M.T Dalenz	Bolivia
D. Lapp	Canada
D. Jayas	Canada
K. Allen	Canada
L.A Negrete Polo	Colombia
D.M. Espinosa Bula	Colombia
K. Boampong	Ghana

G. Essandoh	Ghana
M.L Quarshie	Ghana
A. K Basa	India
H.C.S. Berry	India
N. Monda	Italy
N. Kimura	Japan
K. Tsukahara	Japan
K. Chehab	Lebanon
S. Doumet	Lebanon
I. Olorunfemi	Nigeria
V. Agberagba	Nigeria
F. A. Monsada	Philippines
C. Ramos	Portugal
E. Colon	Puerto Rico
C. Kee Sen	Singapore
C. Remec	Slovenia
S. Madonsela	South Africa
C. Gemedé	South Africa
M.J. Prieto	Spain
K. Alarashi	UAE
R. Venables	UK
J. Venables	UK
B. Rafemoyo	Zimbabwe
M. Manyuchi	Zimbabwe
K. Hovikoshi	ACECC
R. Pansiera	CONFEA
M. Van Veelen	FAEO
A.S.K Chan	IEA
A.G Fernandez	WCCE

3. In attendance

T. Youssef Executive Director

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

1. Opening Remarks

President Abdelhamid thanked the executive council members who travelled all the way to Japan to attend the WFEO meetings. He specially thanked national, international and associate members' presidents who participate as observers and opened the meeting.

2. Apologies for Absence

Apology was received from Vice President K. Alexopoulos. FEIAP gave a proxy to SC Tan from Singapore and National Member Marie-Hélène Therre is absent.

3. Appointment of advisors for the meeting

The president appointed Executive Vice presidents Haro Bedelian and Peter Greenwood as advisors for the meeting.

4. Approval of the Agenda

A motion to approve the Agenda as circulated was carried.

Motion 1

5. Approval of the Draft Minutes of the Executive Council Meeting of 12 December 2014

A motion to approve the draft minutes of the Executive Council Meeting of 12 December 2014 was carried. **Motion 2**

6. Matters arising from the Minutes
Nil

7. To Receive the Minutes of the Executive Board Meeting of 23 March 2015
The Minutes of the Executive Board Meeting of 23 March 2015 were received.

FINANCE AND ADMINISTRATION

8. Report of the Treasurer (Reginald Vachon)

The Treasurer referred to the 2014 financial statements that were prepared by the WFEO auditors and circulated to the council members.

A motion to approve the 2014 financial statements as audited was carried. **Motion 3**

He mentioned that the management accounts for 2015 as on September 30th were also circulated together with a table showing the year-end estimated accounts. These show a surplus of 9000 Euros, a positive position compared to the negative situation in 2012 and 2013 and 2014. If last minute changes occur they will be reflected in adjustments.

The 2015 management accounts as on September 30th and the year end 2015 estimate were received.

Motion 4

The treasurer indicated that the draft 2016 and 2017 budgets as approved by the executive board and as circulated to all in attendance were prepared considering an annual increase of 2% in the cost of living and a 5% increase in the subscriptions for 2016 and 2017. He added that all other items were very conservative.

The increase in members' subscription by 5% is meant to re-establish a positive balance in the books of the Federation in spite of the continuing increase of the rent for UNESCO offices, the exceptional cost to be incurred in 2016 due to the recruitment of a next executive director and the corresponding six month overlap.

The 2016 budget shows a balance brought forward of 435,806 Euros, reserves at end of the year and of 395,481 Euros for 2017 based on current trends and a negative balance for the year of 40,325€ at end of 2016.

The 2017 budget shows a positive balance for the year of 22,450 Euros and end of year reserves of 417,931 Euros.

The treasurer indicated that there will be no financial support to STCs during these years for the moment.

The 2016 and 2017 budgets will probably be reviewed in the near future as new projects are in the mill that may increase The Federation's receipts. The finance committee will also review the Federation's financial situation, means of developing contingencies and increasing revenues.

A motion to endorse the draft 2016 and 2017 budgets was carried.

Motion 5

A proposal was made to show the real contributions of STC hosts and sponsors and volunteer work in the formal WFEO budget. This proposal was positively received by the treasurer.

After discussions, a motion to authorize the finance committee to review and look into the subscription fees of members and prepare a proposal taking what was said in this meeting into account was carried.

Motion 6

Internal Auditor Haro Bedelian mentioned that his report will be circulated soon. He underlined the necessity of increasing subscriptions through new members and bringing back members that have withdrawn from WFEO.

Concerning STCs, he mentioned that in 2014 WFEO funded Standing Committees 4.5K Euros. Nothing has been provided in the 2015 Forecast as the responsibility for Standing Committees expenditure rests squarely with the host country. 5K has been provided to fund any special projects

An exercise has been carried out to establish how much the administration of STC's costs host countries. All ten STC's have provided estimates but have used different criteria and the total figure comes to around 1.5 million Euros. This figure could easily be increased if an estimate was made to cost all volunteer efforts.

This confirms the reality that the budget for WFEO is far more than its formal financial figures and that it actually runs on a budget of around 2 million Euros per annum. It also highlights the importance of the Standing Committees to the success of WFEO.

A motion to receive the internal auditor's report was carried.

Motion 7

9. Report of the Executive Director

Executive Director Tahani Youssef announced she will retire at the end of June 2016. Assistant Jennifer Matelo will continue to work full time. As endorsed by the executive board, the webmaster Ivan Juiz who works 75% of the time would now work 100% of the time.

She indicated that the WFEO office rent at UNESCO for 2016 was increased to 11084.33 Euros.

She added that her action with UNESCO and her involvement with STCs, committees and task groups are mentioned in the WFEO Biennial Report that was distributed to the participants.

She announced that the renewal of the UNESCO/WFEO Framework Agreement has been approved by UNESCO and is now in the pipeline to receive approval from the legal department and to go to the director general for signature.

Concerning membership, she reported to the council that six organizations joined WFEO as national members: Portugal, Macedonia, Philippines, Ukraine, Mongolia and Cuba. Three associate members also joined: Madrid Engineering and Company Foundation, European Council of Engineering Chambers and Archirodon from Greece. Petrus communications and Liberty International Underwriters have joined as associate members for two years only against WFEO undertaking to do some work for them on our website which was done.

She added that she accompanied the President in several meetings with French member IESF officers and with VDI in Dusseldorf, Germany.

A motion to receive the report of the executive director was carried

Motion 8

President Abdelhamid thanked the executive director for the excellent services to WFEO over the years. This was met with applause.

ACTIVITIES

10. President's Report

The President referred to his report included the WFEO Biennial Report 2013 – 2015 that details his activities during these two years. He highlighted the fact that he visited more than 25 national member organizations during his mandate with the aim of strengthening the ties between them and WFEO and to show that the Federation is supporting them.

He was responsible of bringing new members to WFEO such as Serbia, Croatia, Macedonia and others as mentioned in the Biennial Report.

He traveled to Russia and explained to the council that the Union of Societies of Engineering Associations (USEA) was a founding member of WFEO and Russian engineer Ishlinski was president of the Federation for many years. USEA is now an international member only and the president thought that Russia should also be our national member. Unfortunately, the president was told that they can have all the information they need about WFEO from FEANI. He appealed to the president of FEANI to find a solution for this issue

He visited China to convince CAST to do more in WFEO. This was well received.

He visited VDI in Germany and met with officers from IESF, France to convince them to resume relations with WFEO. He now leaves it to the incoming president follow up on these efforts.

He referred to the World Engineering Forum project and mentioned that the United Arab Emirates expressed their interest in this project but was waiting for the right time to announce its readiness to implement it. He added he will personally follow up the project which if implemented will be a very interesting source of funds for WFEO.

Creating an engineering fund for Africa within WFEO to be financed by the Nigerian government is another project that the President worked on together with officers from our national member, the Nigerian Society of Engineers and our international member, the Federation of African Engineering Organizations.

The president stressed the importance of having more associate members because they provide a link between the private and public sectors, bring their wide expertise to WFEO and provide funds through subscriptions. He has managed to bring two new associates to the Federation but urged all participants to make efforts to do the same.

The president of FEANI took the floor to indicate that FEANI like other organizations has also difficulties recruiting and maintaining member organizations due to financial constraints. He added that there is no policy whatsoever according to which the FEANI Board members can ask its members to leave WFEO. He added that he already spoke with Jorge Spitalnik about this issue and gave the example of the fact that he is Portuguese and yet the engineering association of Portugal is a national member of WFEO.

A motion to receive the President's report was carried.

Motion 9

11. The President Elect's Action Plan 2015-2017

President Elect Jorge Sitalnik indicated that he will strongly support the implementation of the WFEO Strategic Plan according to which WFEO will be able to develop its policies and implement priority issues. This implementation will also introduce strategies for WFEO to develop, identify and apply engineering and technology for sustainable development and poverty alleviation particularly in developing countries.

This topic will include education and training, capacity building, codes of practice such as for risk management, protection of the environment, climate change, mitigation and sustainability particularly of energy and water supply and codes of professional ethics.

He added that he will seek to expand alliances between WFEO and specialized UN agencies and intergovernmental organizations in projects on such activities that would encourage financial resourcing by these partners.

Great efforts will also be made to promote and establish conditions for the mobility national members' engineers, particularly in certain regions of the world. This will enhance our national members' relevance as vectors through which professional engineers of their countries will expand their working range of action.

A motion to receive the action plan of the President Elect was carried.

Motion 10

12. Report from the Chairs of Committees and Working Groups

WFEO/IEA Cooperation Agreement (Peter Greenwood)

Peter Greenwood gave some background information about actions that took place since several years that led to a MOU between both parties and finally to the cooperation agreement that was unanimously approved by the council and that will be signed here in Kyoto probably the next day.

This agreement is intended for both organizations to work together. WFEO would spread information about mobility, particularly, in regard to IEA, to international agencies. The agreement will also be used to help WFEO members with their wishes to improve the standing and processes involved in accreditation and registration of their engineers. There is already a project in South Africa and work is being done in South America and similar movements are taking place through the Federation of Arab Engineers. The main STCs to be involved in this work will be the Education, Capacity Building and Anticorruption committees.

A motion to have the council endorse the signing of the WFEO/IEA agreement and present it to the general assembly for ratification was carried.

Motion 11

A motion that the remaining points under Item 12 be presented during the general assembly to avoid making the same reports twice was carried.

Motion 12

13. The WFEO Model Code of Practice – Climate Change Adaptation Principle

CEE chair Darrel Danyluk indicated that the committee on engineering and the environment started an initiative to develop a Model Code of Practice – Climate Change Adaptation Principle for Engineers at the beginning of this year. It is similar to the WFEO Model Code of Practice for Sustainable Development and Environmental Stewardship that was approved in 2013.

He explained to the council that the climate is changing. Historical climate design data is becoming less representative of the future climate. Many future climate risks may be significantly underestimated. Engineers cannot assume that the future will be similar to the past. Historical climate trends

cannot be simply projected into the future any longer as a basis for engineering planning, design, operations and maintenance of infrastructure.

WFEO and its national and international members are committed to raising awareness about the potential impacts of the changing climate as these relate to engineering of existing and future civil Infrastructure and buildings.

As a result, CEE developed a draft model code of practice that was submitted to all WFEO national members for review and comments. Some of the comments were embedded in the draft and the CEE members approved it during their meeting here in Kyoto and moved to have it endorsed by the executive council and subsequently approved by the general assembly.

The Model Code of Practice is provided as guidance to engineers to consider the implications of climate change in their professional practice and that they create a clear record of the outcomes of those considerations. It consists of nine principles that constitute the scope of professional practice for engineers that they use when they initiate climate change adaptation actions, particularly for civil infrastructure and buildings. The principles are summarized in three categories:

1. Professional judgment
2. Integrating Climate information
3. Practice guidance

The nine principles are as follows:

1. Integrate adaptation into practice
2. Review adequacy of current standards
3. Exercise professional judgment
4. Interpret climate information
5. Work with specialists and stakeholders
6. Use effective language
7. Plan for service life
8. Use risk assessment for uncertainty
9. Monitor legal liabilities

CEE believes this code of practice is very sound and much like the Model Code of Practice for Sustainable Development and Environmental Stewardship, it will provide very good guidance to engineers around the world. An additional benefit would be that it will make very good publicity for WFEO given the attention that the world is paying to climate change right now.

A motion that the executive council approves the Model Code of Practice and recommends it to the general assembly for approval was carried.

Motion 13

SPECIAL REPORTS

14. General Assembly 2017

Eng Nicola Monda from the Italian National Council of Engineers thanked the council for giving him the opportunity to show a short video on Rome and referred to the brochure about the 2017 general assembly to take place from 26 November to 2 December 2017 in Rome. A forum will be held on this occasion under the theme of Safeguarding Humankind Heritage: The Great Challenge for Engineers. Other details will be given at the general assembly.

A motion to receive the report on the 2017 general assembly was carried.

Motion 14

15. General Assembly and WEC-2019 in Australia

Marlene Kanga referred to the short report that was distributed to all participants and mentioned she will give more detailed information at the general assembly.

16. General Assembly and WEC 2023 in Prague, Czech Republic

The proposal to host the general assembly and the WEC 2023 in Czech Republic was distributed to all attendees. A detailed presentation will be made at the general assembly

17. Executive Council 2016 in Lima, Peru

A presentation will be made at the general assembly

18. Executive Council 2018 in London, UK

A letter was received by ICE proposing to host the WFEO 2018 executive council and to organize celebration of the WFEO 50th anniversary.

A motion to approve the proposal by UK to host the WFEO 2018 executive council and to organize celebration of the WFEO 50th anniversary was carried. **Motion 15**

19. Miscellaneous

Darrel Danyluk indicated that this is the last executive council meeting that he will attend since the committee on engineering and the environment has been transferred to ICE. He added it was a great pleasure for him to work for eight years with such an excellent group of engineers.

Martin Manuhwa conveyed thanks from the Zimbabwe Council of Engineers and the Zimbabwe authorities to the president for his very good video speech at the Africa Engineering Week that took place in Victoria Falls from 14 to 19 September 2015 under the sponsorship of WFEO and UNESCO. He also thanked the executive director for her coordination work and all WFEO executive council and national members who participated in this week's events.

20. Closing Remarks

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