

DRAFT MINUTES V0
WFEO New Executive Board Meeting
held on Saturday 2 Dec 2017, 14h to 15h
Sheraton Roma Hotel, Rome

Ex Board members: President Marlene Kanga, President Elect Gong Ke, Past President Jorge Spitalnik, Executive Vice President Crtomir Remec, Treasurer Seng Chuan Tan, Executive Director Jacques de Méreuil and Internal Auditor Haro Bedelian

Apology: Executive Vice President Reginald Vachon

Observers: Please see attendance sign sheet

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

I. Opening remarks (Marlene Kanga)

The President welcomed the participants, and congratulated new members Prof. Gong Ke, President Elect, Mr. Reginald Vachon, elected Executive Vice President and Mr. Seng Chuan Tan, Treasurer on their election and welcomed them to the Ex. Board and mentioned that external observers were allowed, unless specific request for a point of the agenda which would necessitate a closed meeting, to be held at the end of the regular meeting.

II. Approval of the agenda

The items of the agenda were approved

III. Approval of the minutes of the last meeting held in Rome on 28 Nov 2017

Minutes had not been prepared and will be provided at a later date.

IV. Actions Arising from Executive Board meeting in Rome 28 Nov 2017

Meeting held on 28 Nov 2017 – to be provided later

V. Key projects for 2018-2019

1. WFEO 50th anniversary celebrations March 2018

- The proposal is for a Symposium and social event to be held on 7 March 2018 as the founding day of WFEO is 4th March 2018.
- To maximize attendance, the extended Ex. Board meetings will be held in the same week. The main events will include:
 - Meetings of Executive Board, STC Chairs and board committees on 5th March 2018
 - Strategic Planning session for all members on 6th March 2018
 - International member meeting on 7th March 2018 (morning)
 - Symposium and social event at UNESCO 7th March 2018 (afternoon/evening)
 - Extended Board meeting and International Women's day celebration, 8th March 2018
- The event on 7th March 2018 is to be co-hosted by WFEO and UNESCO to ensure the attendance of the new DG Ms. Audrey Azoulay and UNESCO ambassadors. This is to be confirmed by UNESCO (JdeM to advise).
 - The budget for the event is to be confirmed

- Sponsorship of USD5,000 has been obtained from Ms. Ruomei Li.
- Members will be charged a nominal fee of between Euro 60-80. Invited guests and partners will attend at no cost.
- CAST is to prepare a video on the future of engineering, the script is to be provided to WFEO for review
- A photo montage with music, in English, will be developed as a history video. However, assistance is required from the members, a call will be made (JdeM)
- A history book has been planned for launch in March 2018 but unlikely that this will occur as there has been little progress to date. Members have been requested to send in their archival photographs and WFEO past presidents have been requested to send a video. Only a few have done so to date.

2. WFEO 50th anniversary celebrations GEC October 2018

- ICE presented a conceptual framework for GEC2018. However, there is concern about:
- Positioning of WFEO among a number of other institutions including ASCE, CSCE, ECCE and other national members of WFEO
- ICE request WFEO to provide speakers and sessions for Day 1, 2 and 3 which will be designated “WFEO days”. However, time frames are unreasonably tight with proposals requested before the Christmas break.
- ICE plans to overlap WFEO meetings with the GEC2018 conference schedule rather than have the meetings over the weekend. This schedule had previously been advised and agreed.
- Provision for Gala Dinner for 250 only within the Great George Street building. This may be too small for a 50th anniversary dinner.
- WFEO will discuss the GEC2018 proposals with ICE and be in contact with the STC Chairs. A preliminary meeting was held on 30 Nov 2017 where Marlene Kanga briefed the STC chairs about the GEC2018 proposals and the need for their involvement in developing the program.

3. WFEO Strategic Plan activities – no update

4. World Engineering Forum – no update

VI. Formation of Committees

Marlene Kanga advised that Committee chairs and members will be established in January 2018 to permit time for due consideration with approval sought from the Board at the next virtual meeting.

VII. Formation of Working Groups

Marlene Kanga advised that Committee chairs and members will be established in January 2018 to permit time for due consideration with approval sought from the Board at the next virtual meeting.

VIII. Any Other Business (Miscellaneous)

- a. Need for a communications plan
- b. Seng Chuan Tan proposed that the GA process needs review, identify gaps and improve. A list of actions are required and priorities set.
- c. Jorge Spitalnik proposed review of:
 - i. Request from the GA for meetings in 3 languages
 - ii. Considerations of recommendations of the President’s Advisory Group
 - iii. Proposals for voting processes
 - iv. Review of committees (STCs and PICs)

IX. Next Meeting: Virtual meeting in Jan/Feb 2018 – date to be advised

X. Close

Actions arising:

1. Finalise budget for March 2018 Symposium – Complete
2. Arrangements for March 2018 event and meetings – in progress
3. Discussions on GEC 2018 with ICE – in progress, STC Chairs contacted
4. Nomination of Chairs and members of committees and WG – in progress
5. Items raised under Other Business will be progressed and are pending documentation of minutes and actions arising from the GA, ExCo and other meetings. Proposals for changes to RoP are under discussion with Vilas Majumdar and will be discussed at the meeting in March 2018.

Actions arising from Ex Board meeting on 28 Dec 2017: These need to be listed and progressed. Action tracking format has been provided to the WFEO Secretariat.

Marlene Kanga
12 Jan 2018