

DRAFT MINUTES V0

**WFEO New Executive Council Meeting
held on Saturday 2 Dec 2017 15h to 16h
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

Ex. Council Members: Please see attendance sign sheet

Observers: Please see attendance sign sheet

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

1. Opening remarks (Marlene Kanga)

The President welcomed the participants, and congratulated new members of the Executive Board and Executive council: Prof. Gong Ke, President Elect, Mr. Reginald Vachon, elected Executive Vice President and Mr. Seng Chuan Tan, Treasurer, Ms. Majeed Al-Ghassab, national member representative on Executive Council, on their election and welcomed them 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.

2. Approval of the agenda

The items of the agenda were approved

3. Approval of the minutes of the last meeting held in Rome on 30 Nov 2017

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

4. Actions Arising from Executive Board meeting in Rome 30 Nov 2017

Action list – to be provided later

5. 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. A breakeven budget was requested by S C Tan to be sent to the Ex Board. **(ACTION)**
- 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.
- Valerie Agberagba requested consideration of a programme for International Women's Day on 8th March 2018. While the Ex. Board supports this concept, she was advised that the programme needs to be developed using CWiE resources as the WFEO secretariat is fully committed to the event on 7th March 2018.
- Members requested the programme for the week of 5th March 2018 be sent to all national members as soon as possible to enable travel and visa arrangements to be made. **(ACTION)**

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. **(ACTION)**
- Jacques de Mereuil to have a meeting with ICE in London in Jan 2018.
- Members requested that all members to be invited to GEC 2018 as early as possible to enable travel and visa arrangements to be made. **(ACTION)**

3. WFEO Strategic Plan activities – no update

4. World Engineering Forum – no update

6. **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.

7. **Formation of Working Groups**

Marlene Kanga advised that WG 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.

Mr. Yashin Brijmohan was confirmed as the Chair of the International Education IEA/WFEO Group to progress actions under the MoU between WFEO and IEA.

8. **Any Other Business (Miscellaneous)**

1. WFEO 50th anniversary logo

- WFEO members should be requested to use the 50th anniversary logo on the web site and all events held in 2018. WFEO to be advised so that a report can be compiled at the end of the year (**ACTION**)
- ExCo requested that guidelines be prepared for use of the WFEO 50th anniversary logo (**ACTION**)

2. Communications Plan

Crtomir Remec proposed that a communications/public relations plan is required for 2018. (**ACTION**)

3. Fees for International members

Mr. Tomas Sancho requested a review of the fee structure for international members. (**ACTION**)

4. Voting Procedures

Mr. Paul Jowitt requested a review of WFEO voting procedures. (**ACTION**)

5. Thanks to CNI

The Executive Council unanimously endorsed a motion to thank CNI for hosting WFEO and the General Assembly in Rome Italy. (**ACTION**)

9. **Next Meeting:** London, 24 October 2018

10. **Close**

Actions arising:

1. Finalise budget for March 2018 Symposium, send to Board – 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. Invitations to national members regarding events in March 2018 and October 2018 and request for photos etc. (sent on 18 Dec 2017 and 12 Jan 2018)
6. WFEO 50th anniversary logo – members invited to use the logo for their events during 2018 and advise the WFEO secretariat.
7. Guidelines for 50th anniversary logo – to be developed
8. Communications Plan – no action due to lack of resources
9. International member's fees – session for international members proposed for 6th March 2018
10. Voting procedures – under discussion with Vilas Majumdar – in progress
11. Appreciation and thanks to CNI – letter sent to CNI and Nicola Monda by Marlene Kanga 8/12/17

Actions arising from Ex Council meeting on 30 Dec 2017: These need to be listed and progressed. Action tracking format has been provided to the WFEO Secretariat.

Marlene Kanga,
12 Jan 2018.