

**DRAFT MINUTES
WFEO EXECUTIVE BOARD MEETING
Saturday 20 October 2018
2pm-6pm
Institution of Civil Engineers,
Stephenson Room
One Great George Street, London UK**

Participants: M. Kanga, K. Gong, J. Spitalnik, R. Vachon, C. Remec, S. C. Tan, J. de Méreuil.

1. Board only session in camera (no staff)

Following the discussion, the following actions were agreed:

1. Jacques de Méreuil is authorized to sign a contract for his medical insurance, which is an obligation for management positions according to French law. A quote for a second policy should be obtained to compare costs.
2. The Secretariat is asked to prepare:
 - A. a job definition for each member, with a review of performance by the President with salary increases in line with performance
 - B. an action plan for the office, with deadlines. For 2019, as much as possible, projects should be performed before end of June: biennial report, call for awards, STC renewal/new committees...

➔ Action Secretariat

2. Opening remarks

President Marlene Kanga welcomed the participants

3. Apologies for absence

None

4. Approval of the Agenda

The Agenda was approved unanimously

5. Approval of the Draft Minutes of the Executive Board Meeting of 3 September 2018

Draft Minutes were approved, with the request Annex G to the ROP on membership procedures should mention candidates associate might just send a message to the Executive Council and not be physically present.

The three proposals for international members' representation in Executive Council were confirmed, for decision at the meeting on 24 November.

6. Matters arising from the Minutes - review of status of agreed actions

Dr. Kanga presented a synthesis of the actions listed from minutes of the previous meeting in Rome, showing those accomplished (33/35) and those still in progress (2, including the review of STCs' strategic plans).

FINANCE AND ADMINISTRATION

9. Report of the Treasurer (SC Tan)

The report was noted.

10. Report of the internal auditor (Haro Bedelian)

The report was noted.

11. Report of the executive director

The Executive Director presented his report on the Secretariat's activities.

- a) Administration, offices and staffing
- b) Website and newsletters
 - Members expressed their interest in the regular edition of the newsletter, and suggested to have a paying sending system if the number of subscribers must go beyond 2,000
 - Contacts need to be added to the web page
- c) Relations with UNESCO
 - Actions with the NGO – UNESCO Liaison committee, in particular the hydrology project in Africa
 - UNESCO sent a representation to the CDRM meeting in London
- d) Legal affairs

➔ **Action Secretariat**

12. Membership

- a) prospects and contacts (IFME (Municipal engineers), European countries, IFMBE, VUSTA Vietnam, Timor Leste, others)
- b) New members (MES, MengC, Oman, GCPES, WomEng)
- c) Applications: (SAICE, IPEM)
- d) Withdrawals and changes (COPIMERA, AAES, AFEO, S. Korea, Hungary, Turkey)

IFME (Municipal engineers) is very much interested in joining WFEO. Their President will attend the Exco meeting. They could help getting the municipal engineers in Scandinavian countries as national members.

A motion was carried, to ask the Secretariat to write to Scandinavian municipal associations proposing them to apply for national membership

Motion 1

➔ **Action Secretariat**

Jacques de Méreuil explained the difficulties to get interest from many European associations in joining WFEO, with the example of Belgium or Netherlands.

SC Tan knows well Ms. Dos Santos, Executive Director of the Netherland association, and there is a MoU between Netherlands and Singapore engineers. He could write to her.

➔ **Action SC Tan**

It was agreed that member categories should be reviewed by 15 Dec 2018.

The applications of SAICE and IPEM for associate status were examined.

The President mentioned that discussions had been held with both ECSA and SAICE about the ECSA request to postpone the decision on membership. No valid reason for postponement was provided.

A motion was carried unanimously, to support SAICE presenting their application.

The status of IPEM membership was discussed. The Secretariat advised that IPEM had not been able to provide documentation to show that it was a registered association in Myanmar.

A motion was carried unanimously and to revoke the membership of IPEM', due to their failure to demonstrate that they were a registered association in Myanmar. Their fees will be returned by the Secretariat.

Motion 2

➔ **Action Secretariat**

13. Amendments to Governance Documents

The proposed amendments presented by Vilas Mujumdar the Task Force on Governing Documents were discussed. These included:

- a. Amendments to the WFEO Rules of Procedures:
 - (i) Main Rules of procedures
 - (ii) Annex B Election procedures
 - (iii) Annex C Board Committees, STCs and PICs
 - (iv) Annex D Conferences
 - (v) Annex F Logo
 - (vi) Annex G Membership procedures
- b. Financial delegations
- c. Proposed amendments to Constitution (requires GA approval)

The proposed amendments were approved, for approval by the Executive Council.

14. International Member Representation at Executive Council

The matter was already discussed at the last Virtual Exboard meeting, and a decision should be taken by the Executive Council on 24 October.

The Summary of members consultation and the three proposals for international member consultation was discussed. A motion was carried, to propose a vote by the Executive Council on the three possibilities.

Motion 3

15. Membership Fees

The Board noted the requests from FEIAP, UMAI (Mexico) and USEA/RUSEA (Russia) to review membership fees

A brief presentation was made on the difficulties to get fees from certain members: letters have been sent by members to refuse payment (FEIAP), or to ask for a smaller amount (Mexico, Russia, developing countries)

To help in getting new members, Marlene Kanga said that we need a policy on member categories, so that any changes in the ROP can be prepared before Melbourne.

A motion was carried to ask the Secretariat to prepare a review of member categories by the end of 2018

Motion 4

➔ **Action Secretariat**

If the level of €2,700 is accepted by the Executive committee for all international members, there could be a necessity to adapt other fees, and a text will have to be prepared for vote by the General assembly in Melbourne. Marlene Kanga proposed that a workgroup comprising Gong Ke, Seng Chuan Tan and Jacques de Méreuil prepare a report for January 2019.

A motion was carried to form a working group to review the member fees

Motion 5

➔ **Action Secretariat**

16. Projects

- a. Infrastructure Report Card
- b. Water Working Group

Marlene Kanga presented her project to have two new working groups, one headed by Spain on Water Working Group – for which an agreement with the CEC should be found – and the other on the Infrastructure Report Card, which could be chaired by Martin Van Veelen, who conceived the project, and hosted by FAEO.

ACTIVITIES

Note: items marked ** are reported only at the Executive Council meeting to be held on 24 October 2018.

17. President's Report (Marlene Kanga) **

18. WFEO 50th anniversary in 2018 (Jacques de Méreuil)

- a. Events
- b. History Video
- c. History Book
- d. Badge

There was insufficient time to present. This will be presented at the Executive Council meeting.

19. GEC 2018, London(UK) **

20. Declaration of UN World Engineering Day 4th March (Marlene Kanga) **

The preparation of the World Engineering Day should continue steadily, and the model of the World Day of Mathematics just approved by the UNESCO Executive Board should be followed. It was reminded that WFEO has a real value added in activating networks and persons at UNESCO.

➔ **Action Secretariat: to get the Mathematics Day plan**

21. UNESCO Engineering Report II **

22. World Engineering Forum (Marwan Abdelhamid) **

23. Reports from the Chairs of Committees and Working Groups**

24. Special Activities**

25. Other international agency relationships**

Activities with other UN agencies was also discussed.

1) Other activities at UN Agencies (Geneva, Kenya, etc.)

It was proposed to give WFEO representatives the right to have specific business cards when they work for the Federation in New York, Geneva or Nairobi. We should prepare a formal process.

➔ **Action Secretariat**

A Trifold brochure should be developed for international meetings.

➔ **Action Secretariat**

- 2) UN University Council nominations – 4 WFEO representatives nominated, no response received.
- 3) ISO Technical Committee (TC-59) Anti-Corruption nominations – Kamel Ayadi and Martin Manuhwa nominated to TC309 drafting additional documents for the ISO370001 Standards.
- 4) OECD relationships
- 5) UNIDO – Gong Ke to attend the Industrial Board Meeting in Vienna
- 6) IAEA - J. Spitalnik mentioned his trip to IAEA in Vienna with R. Vachon.
- 7) UNFCCC and COP 24 – Side event being organized by Engineers Canada and NM Poland

26. Miscellaneous

- a. Addition of GEDC to MoU with IFEEES

27. Closing Remarks

Next meeting: Ljubljana, April 2019.