



**Minutes of the Meeting of
COUNCIL
held on Thursday, 12 July 2012 at 8.45 am
at Austin Court, Birmingham**

Present:

Eur Ing Olly Wells (Chairman)	Mr Mike Lancaster
Dr Monira Abu El-Ata	Mr Edward Lo
Ms Margaret Ajibode	Mr Michael Luo
Dr Colin Arthur	Miss Janice Man
Eur Ing Guy Bertrand	Dr Tony McGrail
Mr Barry Brooks	Mr Edwin Morton
Eur Ing Brian Clark	Mr Iain Murdoch
Mr Martin Coates	Mr Viano Oghenekevwe
Mr Gavin Crook	Mr David Owen
Mr Hudson Egbert	Mr Albert Poon
Mr Richard Fong	Mr L Ramesh
Dr Walter Green	Eur Ing Savvas Savvides
Mr Tim Heywood	Mr Peter Sheppard
Professor Alison Hodge	Dr Mike Short
Mr Bob Holland	Dr Karla Smith
Mr Paul Hopewell	Mr Richard Spalding
Miss Sam Hubbard	Mr Gordon Wai
Mr R Jananthan	Dr John Walker
Professor Barry Jones	Mr Peter Wherritt
Mr Tim Kerby	Professor Allan Williamson
Mr Nicos Kouyialis	
Mr C F Kwong	

In attendance: Mr Mike Bridgefoot (Manager, Registration & Standards)
Ms Suzanne Brown (Young Professional and Volunteer Engagement Manager)
Mrs Alison Bunnell (Board of Trustees Executive)
Mr Nigel Fine (Chief Executive and Secretary) (by teleconference)
Mr Tim Hamer (Director of Knowledge)
Ms Eloisa de la Maza (Governance and Legal Affairs Executive)
Mr Steve Perry (Head of Sectors and Communities)
Mr Alex Taylor (Community Development Manager)
Mr Andrew F Wilson (Head of Governance and Legal Affairs)
Mr Keith Woodward (Head of Marketing)

15. Apologies for Absence

Apologies for absence were received from Ms Jayne Bryant, Mr Steve Burgin, Dr Nigel Burton, Ms Alice Chan, Ms Naomi Climer, Dr James Flint, Dr Simon Harrison, Professor Peter Hicks, Mr Tom Hlaing, Air Marshal Sir Kevin Leeson, Dr Carl Sandom, Dr Kenneth Smith, Professor Sir Christopher Snowden, Eur Ing Andrew Till, Mrs Maria Vukovic, Professor Jeremy Watson and Professor William Webb.

16. Minutes

The Minutes of the meeting held on 8 March 2012 (CO(12)M1) were approved and signed as a correct record, subject to the following amendment:

Minute 5.2(c): “monitoring the governance of the IET regarding items relating to the membership and volunteers” to read “monitoring the governance of the IET particularly regarding items relating to the membership and volunteers”.

17. Actions Taken or Outstanding

Council noted a report on actions taken or outstanding since its previous meeting (CO(12)10).

18. Views from the Bridge

18.1 Dr Short, President, gave an oral report on his activities since the previous meeting of Council.

18.2 Mr Fine, Chief Executive and Secretary, reported on recent activities of the IET, in particular the recently announced launch of an open-access journal and the Board of Trustees approval of the new 3-year and 10-year strategies.

18.3 The Chairman gave a brief oral introduction to the meeting. He drew attention to the work of the Governance Working Party which had reported to the Board of Trustees in May 2012. The Working Party had made no proposals regarding Council, but some of its members had provided their personal views on the subject, which had been considered by the Council Working Party on Monitoring Governance. No response had been agreed.

18.4 Eur Ing Bertrand commented that the Board of Trustees had provided the Council Working Party on Communicating the Views of Members with a copy of the report of the Governance Working Party.

18.5 The Chairman reported that he had prepared a report for the Annual General Meeting in May 2012, which had been inquired.

18.6 The Chairman reported that the election of Dr McGrail as Chairman of Council for the Session 2012/13 had created a further vacancy for a member of the Council Co-ordination Team. He proposed that the vacancy should be filled by the runner-up in the ballot for members of the Council Co-ordination Team and this was approved by Council.

18.7 Dr McGrail reported that the Working Party on Global Support had asked that the View from the Bridge presentations should be pre-recorded and made available before the meeting via IET.tv

19. Status of Professional Engineers

19.1 Mr Bridgefoot introduced and Council noted a report on IET and Engineering Council activity to promote the value and status of professional engineers (CO(12)15).

19.2 During discussion the following comments were made:

- (a) Eur Ing Savvides drew attention to the plans for revision of the European Directive 2005/36/EC concerning the recognition of professional qualifications across the European Union;

- (b) Mr Morton drew attention to the licencing of engineers by the Professional Engineers of Ontario;
- (c) Dr Green drew attention to the impact of engineers' registration on liability insurance in Australia.

19.3 It was agreed that discussion should continue on the Discussion Forum.

20. Council Working Parties

Monitoring Governance

20.1 The Chairman introduced and Council noted a report from the Council Working Party on Monitoring Governance (CO(12)11).

20.2 The Working Party had decided to spend the next month preparing a proposal to amend the composition of Council (but not increase the number of members), to justify the proposal by demonstrating the added value that would be achieved, and to identify the subset of proposals that would not require modifications to the Bye-laws or the Council Regulation by an SGM. Subject to approval by Council by email, the proposal would be submitted to the next meeting of the Board of Trustees. This was approved by Council.

20.3 The Chairman proposed that Council should co-opt one member from China, as there were no members of Council resident in China. Council agreed that the Chairman should attempt to identify a suitably qualified member who might be co-opted.

20.4 It was noted that Mr Mike Lancaster would be Chairman of the Council Working Party on Monitoring Governance for the Session 2012/13.

Future and Current Strategy

20.5 Mr Sheppard introduced and Council noted a report from the Council Working Party on Future and Current Strategy (CO(12)12).

20.6 The Working Party would prepare a response to the questions and requests made by the Board of Trustees following Council's submission earlier in the year, for consideration by Council.

20.7 It was noted that Ms Margaret Ajibode would be Chairman of the Council Working Party on Future and Current Strategy for the Session 2012/13.

Communicating the Views of Members

20.8 Eur Ing Bertrand introduced and Council noted a report from the Council Working Party on Communicating the Views of Members (CO(12)13).

20.9 During discussion the comments were made:

- (a) Mr Woodward commented that the proposals regarding the communication by email between the IET and members and customers had been superseded by recent developments which would be explained during his presentation later in the meeting (paragraph 8);
- (b) Ms Taylor commented that staff attended LN and TPN committee meetings as required or on request and there was insufficient resource to attend all such meetings (paragraph 10);

- (c) Mr Wilson reported that the allegation regarding the Institution of Gas Engineers and Managers (IGEM) had been investigated. The IET had received no communications from IGEM on this subject and no evidence had been offered to support the allegation (paragraph 29).

20.10 Following discussion Council agreed to make the following recommendations to the Board of Trustees:

Control of Received Emails

- (a) Encourage members to use MyIET to state their interests and control which emails they receive which will allow the IET to be more selective with emails.
- (b) Explain what LN, TPN and Sector communications will be sent when a member joins one of the groups and remind the member that communication preferences can be controlled in MyIET.
- (c) Consider staggering the delivery of emails as some members have commented that too many newsletter emails arrive on the same day.
- (d) Consider tagging emails with the main purpose of the email, eg [Event Registration], [MyCommunity], [IET Marketing] etc.
- (e) Ensure that marketing emails unsubscribe only from that specific category.

Updating Members about Developments and Support

- (f) Add generic LN/TPN support email addresses to the “Contact Us” page on the IET website.
- (g) Have staff provide more frequent briefings in person to LN committees on IET developments to keep committees informed of new initiatives.

Communication from Members to the IET

- (h) Create generic email addresses to fill gaps on the “Contact Us” webpage.
- (i) Implement a virtual suggestion box for comments, suggestions or complaints, routed through Council if appropriate.
- (j) Ensure that incoming communication is reviewed and responded to.
- (k) Install a ticket system for issues that require resolution by staff or volunteers in senior roles to ensure that all incoming communication is responded to.
- (l) Appoint a single Trustee to be responsible for the oversight of the IET member and customer relationship system.

Communication Between Members

- (m) Establish an IET250 MyCommunity.
- (n) Update Council on the new regional support structure.
- (o) Share good practice amongst LN committees and TPN committees.
- (p) Publish case studies of successful events and collaborations.

- (q) Advise LN committees of their TPN demographics and act as a matchmaker.
- (r) Encourage LN committees to make use of the data on neighbouring LN activities.
- (s) Ensure that LN committees understand how to send information to members by email.

External Communications

- (t) Ensure that the policy on volunteer representation is made available to all volunteers through the IET website.
- (u) Provide training packages to volunteers to assist with public presentations when representing the IET.
- (v) Encourage and train at least one volunteer in each Community to promote the work of engineers locally and the Community's events.

Valuing Engineers

- (w) Approve the proposal for a "Valuing Engineers" initiative.
- (x) Approve the proposal for a website to promote the "Valuing Engineers" initiative.
- (y) Update Council on the "Valuing Engineers" initiative via the Council Working Party on Communicating the Views of Members.

20.11 The Chairman asked Eur Ing Bertrand to provide explanations of each of the proposals for inclusion in the paper to be submitted to the Board of Trustees.

Global Support

20.12 It was noted that Dr Walter Green would be Chairman of the Council Working Party on Global Support for the Session 2012/13.

Annual Congress

20.16 Mr Heywood introduced and Council noted a proposal to replace the annual Volunteer Conference Weekends with an International Congress (CO(12)14).

20.17 During discussion the following comments were made:

- (a) the paper had resulted from a brainstorm by the Working Party and contained a number of contradictory proposals;
- (b) some members favoured the suggestion of a co-location of Board and Committee meetings, some favoured a prestigious event to showcase "the voice of engineering", whilst some favoured a replacement for the annual Volunteer Conference Weekends;
- (c) some members expressed a preference for continuing to hold annual Volunteer Conference Weekends, either a single one as in 2011 or five regional ones as in 2012;
- (d) some members expressed a preference for continuing to hold three Council meetings each year.

20.18 It was agreed that members of Council should discuss the proposals further in the MyCommunity group, with a view to narrowing the proposal down to a single preferred concept on which Council could then take a vote.

20.19 It was noted that the Board of Trustees had asked that Council should reconsider the proposal that it be realigned as an International Congress. No decision was reached.

21. MyCommunity

21.1 Council noted the presentation on the roll-out of MyCommunity which had been provided for Council members beforehand on IET.tv

21.2 Mr Perry made some additional comments on MyCommunity and answered questions from members.

21.3 During discussion the following comments were made:

- (a) the homepage of MyCommunity invited members to “join or create a community” but the instructions only covered joining and not creating;
- (b) a survey of the users of MyCommunity would provide useful data about the user experience and member requirements;
- (c) MyCommunity training material was now available.

22. Professional Home for Life

22.1 Dr Green introduced and Council noted a proposal to explain the Professional Home for Life strategic programme to members attending Professional Interviews (CO(12)16).

22.2 Council agreed to recommend:

- (a) that the IET prepare a one page information sheet about the Professional Home for Life strategic programme, in electronic format for printing in both black and white and colour, that a professional interviewer or international professional registration advisor could give to and discuss with a candidate;
- (b) that the International Professional Registration Advisor Conference include a presentation on the need for new Chartered Engineers to be informed about the Professional Home for Life strategic programme and its services to members.

23. Discussion Forums

23.1 Dr Green introduced and Council noted a proposal concerning the Council Discussion Forums (CO(12)17).

23.2 Council agreed:

- (a) to set up a Discussion Forum area for new discussion topics and that the Chairmen of Council Working Parties or the Council Co-ordination Team should review and recommend a course of action for each topic;
- (b) the Chairman and at least one other member should be delegated to capture the thread from the Discussion Forum and prepare a summary for discussion at the Council Working Party face-to-face meetings;

- (c) the topic proposer should be invited to present their views at a Council Working Party face-to-face meeting, using comments from the Discussion Forum, Council members' views, and/or advice from IET staff, and that the Working Party should then decide to progress, modify or terminate the topic;
- (d) the Chairman of each Working Party should report on the decisions made on each topic at each Council meeting.

24. Main Boards

24.1 Ms Hubbard gave a brief oral report on the most recent meeting of the Membership and Professional Development Board.

24.2 Mr Bowler gave a brief oral report on the most recent meeting of the Knowledge Management Board.

25. Marketing

Mr Woodward gave oral report on current developments with IET Marketing.

26. Thanks to Retiring Members

26.1 It was agreed to record a Vote of Thanks to those members who would retire from Council on 30 September 2012.

26.2 Mr Brooks proposed a Vote of Thanks to Eur Ing Wells, who would retire as Chairman at the end of the current Session.

27. Date of Next Meeting

Thursday, 8 November 2012 at 8.45 am.