



**Minutes of the meeting of the
EUROPE, MIDDLE EAST & AFRICA REGIONAL BOARD
held on 10 February 2010 at Savoy Place**

Present:

Eur Ing Dr L Savvides (Chairman)
Dr E Al-Gallaf
Mr F Eissa
Mr F Golly
Mr C McLoughlin
Mr K Parr
Eur Ing S Savvides
Dr A Segal
Mrs B Gurney, Board Secretary
Ms A Taylor, Local Network Communications Manager

Minutes of previous meetings

1. The Board approved the Minutes of the teleconferences held on 2 December 2009 (EMEARB(09)M4) and 11 January 2010 (EMEARB(10)M1).

Management Performance Report

- 2.1 Agnes pointed out that the new simplified application form for CEng and IEng continued to prove popular contributing to an over-achievement versus the projection for the full year.
- 2.2 a) There was a disappointing loss of members in the 25-40 age group. Research indicated that the reason for this is that those members were not seeing a benefit from membership. This trend was the same across all of the five regions.
- b) Chris indicated that the Ireland Local Network was sourcing speakers from industry to speak at their events on topics which might interest people who were without jobs or were looking for a change of career direction.
- c) The Board requested to see any research that had taken place about the drop in membership in the 25-40 age group to help inform any remedial measures that it could take.

ACTION: A Segal

Risk Identification and Management

3.1 The Board was asked to agree the deliverables from its Terms of Reference that it felt it was able to offer and plan to manage the associated risks (EMEARB(09)9).

3.2. The key risk to being able to deliver was the lack of time available to Board members and staff. This should be reported to Global Operations Board.

ACTION: Lazaros Savvides

3.3 Each Term of Reference was discussed in turn to understand the Board's responsibilities and the following points were noted:

Allocate Local Network budgets:

Regional Boards would adopt the responsibility of allocating budgets to Local Networks in their regions from the 2010/11 session.

Chris McLoughlin had joined the Global Operations Board Finance Committee for the 2009/10 session to be trained in the processes involved.

Oversee the effective and efficient delivery of IET plans for the region:

Local Network activity should be in line with the IET strategy and be effective.

Each Board member should link with a number of Local Networks to form relationships and gain a better understanding of them.

The Board should influence Local Network Plans and measure their performance.

The Board should be aware of any known activity in the Region that was not covered by a Local Network and take steps to ensure it was captured.

Contact details of staff responsible for the various Local Networks were requested to be supplied to the Board.

ACTION: Alex Taylor

Report back to the Global Operations Board on variances to the Corporate Plan, including options to mitigate impacts if they sit outside the financial framework:

Regular reports from the Chairman to GOB.

Provide input to regional/country government/public affairs/media strategies, policies and procedures and ensure that they comply with overall IET strategic objectives and extant policies:

This was a low priority for EMEA.

The Board should be aware of opportunities and how they related to IET strategy, be critical and be selective in deciding how and where to direct influence.

Relevant staff and other Boards should be involved as necessary.

It might be possible to influence Brussels and the SPE in Nigeria.

Ensure that all activities are appropriate, in accordance with the Bye-laws and Regulations of the IET, and uphold the highest standards of ethical and professional behaviour.

The Board should set a good example and influence volunteers to do the same.

Ensure that all activities take account of the needs of young professionals:

Integrate YPs into everything that is undertaken.

Ensure that the member and volunteer group structures, including Local Networks, in region are aligned to the regional plans and are well motivated and organised to deliver the short term plans and long term objectives:

There is no regional plan in place.

The Board can influence Local Network Plans.

Assure the Global Operations Board that resources are being deployed sensibly:

Reports from the Global Operations Board Finance Committee provide measurements and understanding of Local Network activity in the region.

Within the strategy set by the Board of Trustees, and additional detail provided by the Membership and Professional Development Board, establish regional plans for member-led recruitment and retention of members:

This is the Board's first priority.

Local Networks should be encouraged to recruit and retain members via their activities and events.

Foster and maintain relationships with government, industry, media and academic groups within the region:

See fourth Term of Reference.

Develop links with selected professional institutions and registration bodies:

Identify existing relationships and opportunities to offer complementary Global elements.

Encourage Local Networks to forge relationships with other bodies in their area.

Liaise with other Main and Regional Boards; seek the approval of the Global Operations Board for the creation of new sub-Boards, Committees etc; dissolve these groups when no longer required:

As a need is identified, an individual Board member may be appointed to lead on a specific issue or to form a sub-committee which could include non-Board members. Chris was EMEA's representative on the Global Operations Board Finance Committee for the 2009/10 session.

Co-ordinate, guide and monitor Sub-Boards, Committee etc reporting to it, ensuring that they all have strong young professional representation:

Noted.

I feel sure we need to put the agreed list of deliverables in here. Para 3.1 mentions that the Board was using this bit of the discussion to agree the items it could deliver.

Local Network Activities

4.1 The Board received two reports outlining the remit of the Global Operations Board Finance Committee (previously known as the Local Network Finance Committee), the allocations made to Local Networks for the 2009/10 session, the activity planned by them during that session and the activity undertaken in 2008/09 (EMEARB(09)10) and (EMEARB(09)11).

4.2 During discussion the following points were made:

- a) the planning documentation had been substantially revised for the 2008/09 session and no further major changes were planned for the foreseeable future;
- b) both the Finance Committee and the volunteers welcomed the new format of the Plan;
- c) recent feedback from volunteers had indicated that the supporting information was confusing and the guidance document had been re-written to bring together various pieces of information in an effort to clarify the processes;
- d) since 2008/09 each Local Network received a pre-allocation budget which was based on previous spend. This step had been taken to try to avoid the high incidence of under-spend habitually returned. Local Networks were able to bid for extra funds when submitting their Plans;
- e) the Finance Committee asked three key questions when looking at each Plan:
 - Can it be done? Is the proposed plan realistic; is it possible to achieve the activities and events that are being suggested?
 - Will it get done? Is the committee that is putting forward the plan capable of delivering it? Does it have a proven track record of success? Does the Network return metrics information? If they are a new group are they being over enthusiastic or do they have the endorsement of the staff that they will be able to deliver?
 - Is it the right thing to do? Do the events and activities proposed reflect the vision, mission and values of the IET; do they show the right balance of activities? Do they comply with regulations? For example, charitable funds cannot be used to support social activity.
- f) the Local Networks in EMEA had received 10% of the total allocation made to Local Networks for the 2009/10 session. The allocations were determined by the Plans and not the number of members in the regions;
- g) the Board of Trustees agreed the funding available for Local Networks in November each year;
- h) the Global Operations Board did not take the opportunity this session to influence the amount of funds available for each region. Membership growth might influence how they distributed funds to each region in the future. EMEARA should lobby the Global Operations Board if it wished to secure a higher portion of funding in future;
- i) funds would stretch further if Local Networks could obtain sponsorship for some activities;
- j) the Board had the opportunity to steer and influence Local Network plans to reflect the IET strategy by building trust and gaining knowledge of what the opportunities were in their patch;
- k) activity could be undertaken by a group of volunteers in an area that was not covered by a Local Network by putting forward a proposal for an event. It would only be possible to set up a new Network when those volunteers provided evidence that they were capable of sustaining appropriate and successful activity;

- l) it was possible to establish a District of an existing Network which would be run by a sub-committee of the Network which would report to the main Committee;
- m) there was money available in contingency for new activity identified in 2009/10;

4.3 The Board also received a report which explained how Local Networks in the region had spent their funds during the 2008/09 session (EMEARB(10)1).

Agnes suggested that it would be helpful to individual networks if the Board's comments on their achievements and specific encouragement for their 2010/11 plans could be given to the LN Chairman. This might best be achieved if each member of the Board took responsibility for communicating directly with the Chairman 3 networks. However, although this suggestion was received with enthusiasm, the Board was not able to discuss the individual comments that would be appropriate for each LN and no decisions were made regarding which Board member should take responsibility for which LN.

4.4 Savvas introduced a working paper on developing a policy to promote and support important events in the region. The following comments were made:

- a) Alex advised the Board that there was a category of technical events where the audience was expected to be working engineers attending in their employers' time that an employer might be prepared to pay for on behalf of their staff. These events were either organised and run entirely by Events Production staff with advice from Local Networks if they had proposed the event, or run by a Local Network with minimal staff support. In either case, the event would need to be checked for compatibility with the Strategy and must return a surplus or break even on a fully costed basis. A separate Proposal Form and Budget would need to be completed. Seed funding would be available from the Finance Committee;
- b) such events could provide ideal opportunities for collaboration between a Local Network and a TPN;
- c) EMEA supported the forthcoming MedPower event in Cyprus in November and Board members were requested to supply contacts to Savvas so that the event could be widely promoted.

ACTION: All Board members

Communications with Stakeholders

5.1 The Board considered the Communiqué drafted by Ebrahim and the further message drafted by Keith. The following points were made during discussion:

- a) an initial message delivered from the Chairman introducing the Board to the stakeholders in the region would be a welcoming gesture;
- b) staff could facilitate delivery of any messages from the Board. Some members in Nigeria would not be able to receive electronic mail and Faith would be given details of those people;

ACTION: Alex Taylor

- c) communications should be sent on a regular basis to ensure stakeholders were kept in touch with developments and the decisions made by the Board;

- d) the Regional webpages on the 'in your area' site would not be operational until staff resources were available. Other sites were being considered where it would be possible to post Board papers;
- d) it would be possible to include articles relating to EMEA in Information Matters which was distributed to all active volunteers every month. It might be possible to provide a link from this publication to Board papers;

5.2 It was agreed that

- a) Keith's draft should be used as the initial contact with active stakeholders in EMEA and should be distributed immediately:
ACTION: Beryl Gurney
- b) the communiqué drafted by Ebrahim should be the basis of a further communication to be sent out two weeks later.
ACTION: Beryl Gurney

EMEA Plan for 2010

6.1 The Board received the paper prepared by Ebrahim on directing and aligning the Local Network business and Plans to serve the EMEA functionalities. The Board put forward the following possible actions for inclusion in the EMEA Plan:

Accreditation, endorsement and standards:

Proposal to be put to IET accreditation team regarding possible opportunities to accredit universities in:

- a) Nigeria – as employers favoured engineers who were qualified to an internationally recognised standard
- b) the Gulf – among the new private universities
- c) the British University in Egypt

Position IET in EMEA as a neutral organisation which had experience of accreditation; bring together academic professionals from a locale to discuss the establishment of an international standard within that geographical area; facilitate QAA.

Meet with Professional Development team/consultant to discuss possibilities for an endorsement service within the EMEA region. Include Chair of Accreditation Committee and members from the region eg Eastern Europe.

Help partner institutions based in the UK with specialist experience that the IET does not have, eg safety, to extend into the EMEA region using the reach and contacts of the IET.

Identify possibilities and alert relevant staff teams/Boards to exploit new markets with existing products and packages of products eg Wiring Regulations and associated training courses. Start with ex-colonial areas eg opportunities in parts of Africa. Local partners could distribute products and training.

Professional Development

Identify opportunities to promote Career Manager within EMEA (this links to registration applications). This was an independent stand-alone product based on competency.

Knowledge generation and dissemination

Learn from IET stakeholders in EMEA which of the priority areas of the IET are of most interest in them in their area and with which particular focus eg climate change/renewable energy.

Identify how the intelligence and opportunities in EMEA could be connected throughout the IET via TPNs, LNs, Knowledge Management, Policy, etc.

Put forward proposals to the IET Event Production team for high profile events that could take place in EMEA. This could include build-up via smaller Local Network subsidised events.

Identify organisations/ideas that exist elsewhere, eg Desert-tech, and how the IET could support and connect with them.

Proposal to be put to the IET Standards and Compliance team to provide a neutral platform to help develop similar programmes elsewhere in EMEA in partnership with local institutions, enhanced with existing experience within the IET, eg quality standards for electrical items/technical standards for railway safety.

Registration

Recommend campaign to launch new simplified registration form to members in EMEA - Nigerian members were likely to respond to hard copy mailing rather than an online promotion.

Young Professionals

Ensure that YP representation on any sub-committee formed by EMEA RB is adequate.

EMEA RB YPs should be part of the YP Forum to ensure that the global YP agenda is carried through to the work of EMEA RB.

Encourage LNs to ensure that YPs are catered for as part of the LN activities and events at the heart of leading the LN committees.

EMEA RB YPs to engage with YPs throughout EMEA to receive their contribution to the issues being addressed by the Board and which the Board could influence.

6.2 Deliverables for next 18 months from the actions identified: This is the list that I think should be under 3

- a) develop priority list of relevant issues to be addressed in the region via all activity (Local Networks, TPN events, proposals for new activity).
- b) Suggest topics and locations of TPN events proposed in region;
- c) form links with and provide guidance to individual Local Networks to encourage and support them, particularly in undertaking activities which would recruit and retain members;
- d) identify areas of the region that might provide opportunities for new IET activity and provide assistance to groups of members to deliver this in areas where Local Networks do not currently exist;

- e) identify known activity in the region that was not covered by a Local Network;
- f) identify existing relationships with professional institutions and registration bodies in the region;
- g) YPs to suggest, via Faith and Eissa, areas that interest and motivate them to feed into the areas where the Board has influence;
- h) May 2010 – develop costed proposal to Global Operations Board for any new activity the Board wishes to propose for EMEA for inclusion in the IET Plan and budget for 2011.
- i) September 2010 – finalise plan to encourage Local Networks to include Present Around the World competitions in their 2010/11 Plans with a view to delivering the EMEA regional final before the end September 2011 in collaboration with one of the Local Networks in region eg Czech Republic
- j) January 2011 - develop a case to go to the Global Operations Board requesting allocation for EMEA Local Networks;
- k) February 2011 – receive annual report on the performance of the Local Networks
- l) June 2011 – assess Local Network Plans and budget requests
- m) June 2011 – allocate Local Network funding

Report from Global Operations Board 11 January meeting

7. Lazaros reported the following items from the Global Operations Board held on 11 January 2010:

- a) details of IET's relationships with other professional institutions/organisations would be passed on to Regional Boards;
- b) Regional Boards had responsibility for developing suitable communication channels for their regions and developments should be reported to the Global Operations Board;
- c) Regional Boards had responsibility for taking forward new initiatives for developing the IET's presence within their regions.
- d) The next meeting would be a teleconference on 19 March 2010.

EuroExec

8. The Chairman of EuroExec had responded to the letter from the Chairman advising EuroExec that no further physical meetings would be possible and Lazaros would contact him directly.

ACTION: Lazaros Savvides

Date of next meeting

- a) w/c 22 February 2010 – meeting with Professional Development staff to include Agnes, Faisal, Ebrahim, Faith and Vitislav to discuss endorsement.

- b) 9 March 2010, 2 pm UK time – teleconference to finalise 2011 EMEA Plan and costs.