



**Minutes of the teleconference of the  
EUROPE, MIDDLE EAST & AFRICA REGIONAL BOARD  
held on 23 April 2010**

**Present:**

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

**Apologies**

1. Apologies for absence were received from Lazaros Savvides and Faith Golly. It was agreed that Savvas would act as Chairman in the absence of Lazaros

**Minutes of previous meetings**

2. Draft Minutes of the meeting held on 13 April 2010 had been received by the Acting Chairman and would be circulated to members for approval at the 25 May meeting.

**Terms of Reference**

3.1 The Board considered the three different options that had been proposed for the revised Terms of Reference (ToR).

- a) all the Board agreed that option 2 was not appropriate;
- b) from the comments received via the Discussion Forum, it was apparent that three people preferred option 3 and two preferred option 1;
- c) it was considered that Option 3 was easy to understand because Board responsibilities were clearly grouped.

3.2 The Board was asked to specifically consider whether they were comfortable with ToR xiv which stated that Board papers and Minutes should be made available to all IET members.

- a) Keith stated that the purpose of this ToR was to provide transparency to ensure that members did not perceive any of the Board's actions or decisions to be secretive. Any papers that were of a personal nature or were commercially sensitive would be excluded from publication;
- b) it was the current practice of the Global Operations Board Finance Committee that financial information relating to Local Networks was kept confidential;
- c) whatever revisions were accepted from the various Regional Board submissions would form the new policy for all Regional Boards;
- d) the Board should be prepared to receive increased feedback if papers were made public;

- e) it was proposed that papers should be posted on the EMEARB public website when it became available so that members could look at them only if they had a desire to do so.

3.3 The Board agreed that it was acceptable for papers to be made public to IET members but they would have discretion to withhold any that they considered to be confidential and not suitable for publication. They would welcome any increased communication from members that might result from this.

3.4 Keith had introduced a further ToR that he proposed should be added which was that a Regional Plan should be developed for submission to the Global Operations Board. Points made during discussion included:

- a) this ToR would not be applicable across all Regional Boards because specific Plans already existed for India and China although Asia Pacific Regional Board could have a Plan for Asia Pacific which was separate to China;
- b) it might be better to defer this item until a later date particularly as some members had not had a chance to consider the implications of this ToR and make an informed decision;
- c) Keith felt strongly that this would offer an alternative approach for discussion.

3.5 The Board agreed to adopt option 3 as the revisions to the ToR for submission to the Audit Committee with the addition of a ToR stating that a Regional Plan should be developed and submitted to the GOB. The submission to the Audit Committee is attached as an appendix.

ACTION: Agnes Segal

## **Newsletter**

4 Members were urged to supply input to Ebrahim for the next Newsletter.

## **September Meeting**

5. The next physical meeting of the Board was confirmed as 16 September 2010 at Savoy Place to coincide with the Global Operations Board meeting which had been changed from 24 September to 17 September. It was hoped that GB&I RB would also hold a meeting around the same time to allow the members of all three Boards to network. A meeting room had been booked for the whole of 16 September.



1. Members of the EMEA Regional Board welcome the opportunity to comment on the Terms of Reference under which the Regional Boards have been working since their inception last year. We are of the view that the current Terms of Reference are difficult to interpret and would like to propose a radical restructure.
2. We have found greatest difficulty with the Term number 10. EMEA covers a large number of countries and we do not feel able to foster and maintain relationships with governments across the area. Neither do we think it desirable to try to influence in countries where the IET presence is very small at present. However, we do agree that we should support our LNs when they become aware of opportunities in their areas provided that we agree that to seek influence in the particular case will be directly related to IET's strategy.
3. We would like to propose that the Terms of Reference be visualised under five headings
  - Relationships with IET entities in the region
  - Funds management
  - Regional Board Operation
  - Risk management
  - Communications
4. Terms 2, 4, 5, 6, 7, 9, 10, and 11 all relate to the Relationships. We propose that all these could be summarised and simplified by means of four statements.
5. Under the general heading of Funds Management, we suggest that the allocating the LN budgets should be qualified with the words “within the overall sum granted for the region by the Global Operations Board”. We propose that Terms 3 and 8 be combined and simplified.
6. These changes, combined with the changes suggested in paper EMEARB(10)3 result in the following proposals for the new Terms of Reference.

**Relationships with IET entities in the region**

- i Encourage and support the development and maintenance of an attractive and effective environment for the LNs to function to the best of their ability.
- ii Build and foster excellent working relationships with the LNs and other IET entities in the region.
- iii Provide guidance and support to IET entities in the region to encourage activities in accordance with the IET strategy and plans, with a particular emphasis on the active participation of Young Professionals such that there is increased recruitment and retention of young professionals and increasing applications for Registration.

- iv Encourage, facilitate and support LNs to foster and maintain relationships with industry, academia, the media, and appropriate professional institutions and regulatory bodies within the region.

### **Funds Management**

- v Develop a regional plan for submission to the GOB
- vi Allocate LN budgets and meet other financial demands in the approved regional plan within the overall sum granted for the region by the Global Operations Board
- vii Deliver to GOB an annual report on the use of funds highlighting achievements and lessons learned.

### **Regional Board Operation**

- viii identify potential high quality board members
- ix devise and implement ways to enable valuable part-time board members to contribute effectively
- x form, manage, and be responsible for, sub-committees where these are necessary

### **Risk Management**

- xi identify risks to IET plans, maintain a register of such risks, propose and where possible implement risk mitigation, and alert the Global Operations Board to any significant and material risks to the IET within the region.

### **Communications**

- xii Consult all LNs and other IET entities in the region regularly and keep them informed of the Board's activities
- xiii Liaise with the Main and the other Regional Boards
- xiv Coordinate, guide and monitor Committees and working parties reporting to the Board.
- xv make all papers regarding RB decisions, activities, and operations accessible to all members and pro-actively to all members of other boards (with the normal exceptions of personal and commercially sensitive issues)