Minutes

# CAETS Communication Committee

# Tuesday 18 April 2023

## Meeting details

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| **Location** | Online via Teams |
| **Date & Time** | Tuesday 18 April 2023* 8.00 Netherlands
* 16.00 Australia (AEST)
* 18.00 New Zealand
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| **Attendees** | **Committee leadership**Chair - Lucas Noldus – Netherlands Academy of Technology and Innovation (AcTI)Deputy Chair - Cather Simpson – RSNZ **Secretariat support (ATSE)**Aiden Muirhead – ATSE (Acting Director, Communications & OutreachRemy Szabo – ATSE (International Relations)  |
| **Apologies** | Cath Latham – ATSE (Director, International Affairs)Kylie Walker – ATSE (CEO) |

## Summary of Actions

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|  | **Action** | **Responsible Party** | **Due**  |
| 1 | Ask Ruth David (CAETS secretariat) to send a reminder to all constituent organizations about the Communication Prize, including the documentation and supporting promotional material on or around May 1 and May 21. | Lucas Noldus | Before May 1 |
| 2 | Send a reminder to all members of the Communications Committee about the Communication Prize, including the documentation and supporting promotional material on or around May 1 and May 21. | Lucas Noldus | Before May 1 |
| 3 | Ask Ruth David (CAETS secretariat) about how the judging panel for the Communication Prize was formed last year, and when it was formed, and for any other useful advice pertaining. | Lucas Noldus | ASAP |
| 4 | Send a call for agenda items to all Communications Committee members. Include a request for presentations about activities in their countries and a reminder of the three areas of focus for the committee: (1) communication to Fellows; (2) communication to the public; and (3) communication to policy makers. | ATSE secretariat | ASAPNote – deadline for sending these in is 15 May |
| 5a5b | Final review of the Energy Report Executive summary (draft CAETS statement) and send to Lucas Noldus.Send to Ruth David and the Energy Committee. | Cather SimpsonLucas Noldus | Before April 20ASAP after receipt from Cather |
| 6 | Recurring Action Item: Send a calendar reminder to the attendees of this meeting to review the draft minutes, to appear 1 week after the meeting. | Cather Simpson (the note taker) | April 25 |
| 7 | Continue to follow up: seek a meeting with Euro-CASE regarding communications activities and practice. | Lucas Noldus (chair) | Before next leadership meeting (16 May) |

## Meeting Summary

**1. Opening agenda and announcements**

* The agenda was approved with no additions.
* No announcements were made.

**2. CAETS Communications Prize 2023**

* The prize competition has kicked off with a call for entries from Ruth David (CAETS secretariat) to all constituent members on 24 March.
* The International Deadline for submissions is 2 June.
* No submissions have been received yet.
* The Netherlands, Australia and New Zealand have made announcements, but no further information is available.
* The judging panel needs to be formed.

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| **Action 1 – Lucas Noldus will ask Ruth David (CAETS secretariat) to send a reminder to all constituent organizations about the Communication Prize, including the documentation and supporting promotional material on or around May 1 and May 21..****Action 2 – Lucas Noldus will send a reminder to all members of the Communications Committee about the Communication Prize, including the documentation and supporting promotional material on or around May 1 and May 21.****Action 3 – Lucas Noldus will ask Ruth David (CAETS secretariat) about how the judging panel for the Communication Prize was formed last year, and when it was formed, and for any other useful advice pertaining.** |

**3. Preparation for next quarterly committee meeting with all members**

* The next quarterly Communications Committee meeting will be June 8. We have one more monthly leadership meeting to finalise the agenda.
* One agenda item will certainly be the Communication Prize status. The entry deadline will have passed, and we will be able to update the committee on the number of submissions, the judging panel, and other matters relating to the prize.
* The agenda should have items suggested by the Communication Committee membership. This can include updates from their institutions’ activities or other matters related to the core objectives of the CAETS Communication Committee (see p. 7-8 of the CAETS Operating Guidelines). These items should be collected by 2 weeks ahead of the next quarterly meeting.
* The final version of the Energy Report Executive Summary has not yet been completed and sent to Ruth David and the Energy Committee.

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|  **Action 4 – ATSE to send a call for agenda items to all Communications Committee members. Include a request for presentations about activities in their countries and a reminder of the three areas of focus for the committee: (1) communication to Fellows; (2) communication to the public; and (3) communication to policy makers**.**Action 5a – Cather Simpson to complete the final review of the Energy Report Executive Summary and send to Lucas Noldus.****Action 5b – Lucas Noldus to send the final review of the Energy Report Executive Summary to Ruth David and the Energy Committee.** |

**4. Minutes of the Last Committee Meeting**

* The minutes of the last committee meeting were accepted
* It was proposed that the person taking the minutes of these meetings send out a calendar invite with the draft minutes for 1 week in the future (April 25, for this meeting) reminding everyone to review the minutes and send them back to the minute taker for finalisation. This is a recurring action item.

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| **Action 6 – Recurring Action Item: The minute taker to send a calendar reminder to the attendees of this meeting to review the draft minutes, to appear 1 week after the meeting.**  |

**5. Actions of previous meetings**

**Feb 21, 2023 – Monthly Meeting**

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|  | **Action** | **Responsible Party** | **Due**  | **Status** |
| 1 | Revise the Communication Prize documentation as per the chair and deputy chair’s requested changes | ATSE secretariat | 2-3 March (include in papers for 9 March meeting) | **COMPLETE**  |
| 2 | Provide the finalised Communication Prize documentation and supporting promotional materials to CAETS secretariat (Ruth David) for distribution to CAETS member academies in mid-March. | ATSE secretariat | After 9 March meeting (with feedback from committee), before end of March | **COMPLETE** |
| 3 | Draft new section of style guide covering the structure of CAETS committee outputs | ATSE secretariat | Ideally, 2-3 March (include in papers for 9 March meeting) | **COMPLETE** |
| 4 | ATSE to send calendar invitations for quarterly meetings to all committee members for the proposed times on 9 March, 8 June, 7 December. | ATSE secretariat | ASAPNote – 9 March meeting in 2 weeks | **COMPLETE** |
| 5 | Finalise (formatting etc) 9 March agenda for distribution to committee members ahead of the meeting | ATSE secretariat | By 2 March | **COMPLETE** |
| 6 | Share the list of committee members with the chairs. | ATSE secretariat | ASAP | **COMPLETE** |
| 7 | Provide revised wording for CAETS operating guidelines to CAETS secretariat | ATSE secretariat | Before next meeting | **COMPLETE** |
| 8 | Request a draft statement from the CAETS Energy working group for consideration at the 9 March quarterly communications meeting. | Lucas (chair) | ASAP (note, would be good to circulate ahead of the 9 March meeting) | **COMPLETE** |
| 9 | Seek a meeting with Euro-CASE regarding communications activities and practice. | Lucas (chair) | Before next leadership meeting (18 April) | **ONGOING** – Lucas is awaiting a response from Euro-CASE |

**March 9, 2023 – Quarterly Committee Meeting**

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|  | **Action** | **Responsible Party** | **Due**  | **Status** |
| 1 | Share all meeting dates with committee members | ATSE secretariat | ASAP | **COMPLETE**  |
| 2 | Send ideas for agenda items (discussion topics and presentations) for quarterly meetings to the chair and deputy chair (Lucas.Noldus@noldus.nl, c.simpson@auckland.ac.nz).  | Committee Members | Mid-May; 2 weeks before the next quarterly meeting | **Not complete** – ATSE to send out reminder to the committee  |
| 3 | Promote the 2023 Communication prize among the membership of CAETS member academies and their networks – prize documents and supporting materials available from CAETS secretariat Ruth David (ruth.a.david@outlook.com) | Committee members | Entries open 23 MarchIn-country entries close 12 May | **ONGOING –** the first call for entries was posted by Ruth David 24 March. We will continue to remind the Communications Committee and the wider constituency until the deadline. |
| 4 | Provide any additional feedback on the CAETS Energy Committee statement to the chair or deputy chair (Lucas.Noldus@noldus.nl, c.simpson@auckland.ac.nz).  | Committee members | Due by Thursday 16 March. | **COMPLETE** – only the National Academy of Engineering (USA) provided feedback |
| 5 | Consolidate the committee’s feedback on the Energy Report Executive Committee and provide to the Energy Working group  | Chair and deputy chair | As soon as possible after Thursday 16 March | **Not complete** – Cather to send her final edits to Lucas. Lucas to decide what to do about the USA feedback, then send the document to Ruth David and the Energy Committee  |

**7. Any other business**

None raised.

**8. Close**

**Next meeting –** 16 May – Monthly Committee Meeting

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