



## Minutes

### CAETS Communications Committee – Quarterly Meeting

**Thursday 7 December 2023**

#### Meeting details

<b>Location</b>	Online via Teams
<b>Date &amp; Time</b>	Thursday 7 December – 7.00 pm Greenwich Mean Time (meeting to be held across 20 time zones)
<b>Attendees</b>	<p><b>Committee leadership</b></p> <p><u>Chair</u> - Lucas Noldus – Netherlands Academy of Engineering</p> <p><u>Deputy Chair</u> - Cather Simpson – Royal Society Te Aparangi (New Zealand)</p> <p>Tom Leahy (Ireland)</p> <p>Heleen Duffey (South Africa)</p> <p>Joanna Trigg (UK)</p> <p>Martin Bech (Denmark)</p> <p>Jung-Hee Song NAEK (South Korea)</p> <p>Jose Francisco (Mexico)</p> <p><b>Secretariat support (ATSE, Australia) – Peter Derbyshire</b></p>

#### Meeting Summary

##### 1. Welcome

- The chair welcomed committee members to the forth quarterly meeting of the committee in 2023.

##### 2. Minutes of previous quarterly meeting (5 October)

- The minutes of the 5 October meeting were accepted without amendment.

##### 3. Review actions of previous meeting

- The committee noted all previous action items have been completed or are underway.
  - Martin Bech will provide ATV style guide when prepared
- ACTION 1 - members to share style guide when prepared**
- ACTION 2 - Chair to works with CAETS to identify new committee members**

##### 4. CAETS 2024 - Communication Prize matters

- The chair gave an overview of the communication prize
  - Concerns related to the timeline due to holiday period but the early CAETS 2024 meeting requires this time frame
  - The Committee agreed that there was flexibility in the announcement date if extensions were needed to generate increased submissions submissions

##### 5. Communications Committee leadership

- Cather Simpson will step down as Deputy Chair end of this month.
- A request was made by the committee to nominate a successor to Cather

##### 6. Sharing Communications best practice among CAETS members

- Presentation 1 (10min + 10min Q&A) – Jo Trigg (Director, Communications and Engagement, Royal Academy of Engineering, UK)**

- **Presentation 2 (10min + 10min Q&A)** – Tom Leahy (President, Irish Academy of Engineering, Ireland)

**7. Next meetings**

- Meeting times in the new year
- Jung-Hee Song (South Korea) and Jose Francisco (Mexico) volunteered to present at the next meeting.

**8. Meeting close**

**Agenda item 3 – Review of actions of previous meeting**

	Action	Responsible Party	Due	
1	Continue work on Communication Plan Template for the 2024 CAETS Communication prize.	Committee secretariat support.	Agenda for Dec quarterly meeting	Complete
2	Update all CAETS Communications Prize guidelines and Judging nomination panels for 2024 prize.	Committee secretariat support	By next meeting	Complete
3	Committee Members to provide Academy style guides for report	Committee members	By next meeting	Incomplete
4	Committee Members to invite colleagues from academies not currently represented on the committee.	Committee Members	By next meeting	Incomplete
5	Committee Members to continue considering candidates to succeed the departing Deputy Chair.	Committee members	By next meeting	Incomplete
6	Presenters from last meeting to share their presentation materials with the Committee.	Presenters from last meeting	By next meeting	Incomplete