



## MINUTES

### CAETS Communication Committee – Quarterly Meeting

Thursday 9 March 2023

#### Meeting details

<b>Location</b>	Online via Teams												
<b>Date &amp; Time</b>	Thursday 9 March – 7.00am – 8.00am GMT (meeting held across 20 time zones)												
<b>Attendees</b>	<p><b>Committee leadership</b>  <u>Chair</u> - Lucas Noldus – Netherlands Academy of Technology and Innovation (AcTI)  <u>Deputy Chair</u> - Cather Simpson – Royal Society Te Aparangi (New Zealand)  <b>Secretariat support (ATSE)</b> – Cath Latham</p> <p><b>Committee members</b></p> <table border="0"> <tr> <td>Amit Agrawal (India)</td> <td>Manoelle Lepoutre (NATF – France)</td> </tr> <tr> <td>Biljana Stojanovic (Serbia)</td> <td>Mette Tolling (Danish Academy of Technical Sciences - Denmark)</td> </tr> <tr> <td>WU Siegfried Zhiqiang (Chinese Academy of Engineering)</td> <td>Hans-Peter Meyer (Switzerland)</td> </tr> <tr> <td>Yu Zhu (Chinese Academy of Engineering)</td> <td>Frank Behrendt (Acatech – Germany)</td> </tr> <tr> <td>Monica Barrera (Mexico)</td> <td>Karen Wagner (Acatech – Germany)</td> </tr> <tr> <td>Eileen Erickson (NAE – USA)</td> <td></td> </tr> </table>	Amit Agrawal (India)	Manoelle Lepoutre (NATF – France)	Biljana Stojanovic (Serbia)	Mette Tolling (Danish Academy of Technical Sciences - Denmark)	WU Siegfried Zhiqiang (Chinese Academy of Engineering)	Hans-Peter Meyer (Switzerland)	Yu Zhu (Chinese Academy of Engineering)	Frank Behrendt (Acatech – Germany)	Monica Barrera (Mexico)	Karen Wagner (Acatech – Germany)	Eileen Erickson (NAE – USA)	
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<b>Apologies</b>	<p>Kylie Walker (ATSE – Australia)            Dr Christine Render – SAAE (South Africa)            Heleen Duffey – SAAE (South Africa)</p>												

#### Summary of Actions

	Action	Responsible Party	Due
1	Share all meeting dates with committee members	ATSE secretariat	ASAP
2	Send ideas for agenda items (discussion topics and presentations) for quarterly meetings to the chair and deputy chair ( <a href="mailto:Lucas.Noldus@noldus.nl">Lucas.Noldus@noldus.nl</a> , <a href="mailto:c.simpson@auckland.ac.nz">c.simpson@auckland.ac.nz</a> ).	Committee members	Mid-May (2 weeks before next quarterly meeting)

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 ( <a href="mailto:ruth.a.david@outlook.com">ruth.a.david@outlook.com</a> )	Committee members	Entries open 23 March  In-country entries close 12 May
4	Provide any additional feedback on the CAETS Energy Committee statement to the chair or deputy chair ( <a href="mailto:Lucas.Noldus@noldus.nl">Lucas.Noldus@noldus.nl</a> , <a href="mailto:c.simpson@auckland.ac.nz">c.simpson@auckland.ac.nz</a> ).	Committee members	Due by Thursday 16 March.
5	Consolidate the committee’s feedback on the Energy statement and provide to the Energy Working group	Chair and deputy chair	As soon as possible after Thursday 16 March

## Meeting Summary

### 1. Welcome and introduction by committee chairs

- The chair introduced the committee leadership and invited each attending committee member to introduce themselves and their academy.

### 2. Committee Objectives and scope

- The chair described the main functions of the CAETS Communication Committee as outlined in the CAETS Operating Guidelines
- The chair then provided a description of updates to the meeting schedule for the committee which has been provided to CAETS secretariat to update the guidelines.
- There were no queries or comments from committee members when invited by the Chair to provide them.

### 3. Overview - ways of working in 2023

- The chair described the meeting format for 2023. Committee members requested for confirmation of dates for quarterly meetings in 2023.

#### **ACTION 1 – Share all dates for quarterly meetings in 2023 with committee members**

- The chair outlined the role of the committee and how committee members can be involved – reviewing statements by CAETS working groups/committees and provide feedback, proposing topics for discussion at quarterly meetings to the chair and deputy chair, and sharing best practices (presentations at quarterly meetings).

### 4. Committee work plan for 2023: discussion

- The chair outlined the proposed work plan for 2023 including the 2023 Communication prize, review of statements prepared by CAETS working groups and sharing best practices among member academies.
- Committee members were invited to send ideas for discussion topics to the committee leadership (chair and deputy chair) to be included in quarterly meeting agendas.

- The chair suggested that presentations from members of the committee could be kept short (for example 5 minutes presentation with 5 minutes for discussion or questions) but that this would be flexible based on the number of presentations or topic.
- Several committee members expressed their support for the work plan.

**ACTION 2 – Committee members should send ideas for agenda items (discussion topics and presentations) for quarterly meetings to the chair and deputy chair.**

#### **5. Update on the 2023 Communication Prize**

- The chair outlined the process for the 2023 Communication Prize (as described in the Communication Prize documentation), highlighting the changes introduced this year compared to the two previous years. Briefly:
  - Launching prize – 23 March
  - One prize will be awarded in one category
  - The winner will receive up to USD 5000 to support travel to the 2023 CAETS meeting (Zagreb, Croatia).
  - Entries will be the same format – a short video
- The committee discussed the changes, clarified several aspects of the revised prize and provided suggestions, including:
  - The prize is open to all, not just Fellows/members of CAETS member academies. However, entries are managed through each country's academy who select the finalists submitted to the international competition.
  - There is one prize rather than keeping two prizes (in the same category) as there is limited financial support in 2023 for the winner which would not extend to two prizes.
  - Videos of all finalists who were up for international judging will be publicised and provided online (CAETS website) as well as the winner. This includes videos produced by entrants in previous rounds.
  - Entrants must support costs to produce their entry videos for the prize, however, using a smartphone and free editing tools can produce quality videos.
  - Previous rounds have faced a challenge of few high quality entries. Consolidating the two categories and providing the financial support for the winner are two approaches in 2023 towards improving engagement with the award.
  - Entries for the prize are made by individuals, and the prize is awarded to an individual (not an academy), however, CAETS member academies manage entries from their home countries and provide to CAETS for international judging.

**ACTION 3 – Committee members are encouraged to promote the 2023 Communication prize among their academy membership and their networks to increase the number of high quality entries.**

#### **6. CAETS Style guide**

- The chair invited feedback on the current CAETS style guide.
- No comments were provided by committee members.

#### **7. Review of draft statements prepared by CAETS working groups**

- The committee was provided with a draft statement from the CAETS Energy working group for review prior to the meeting (long-form report released 21 February 2023).

- The chair invited feedback and discussion from committee members on the statement and the broader approach to feedback the committee should provide on similar statements. This included:
  - Support for the statement content and recommendations
  - Clarification of the steps following communication committee review for endorsement by CAETS members, before the statement's release
  - Revision of the recommendations to provide more concrete pathways
  - Advice against providing too many changes to the statement as it needs to go out soon, given the time passed since the release of the long-form report.
  - Clarification on the type of feedback that the communication committee is expected to provide on work of the other CAETS working groups – how the document is formulated, described, the format and other communication elements that do not alter the content.
  - Suggestion that feedback could be provided to the Energy committee for future statements - communication review could be included earlier in the development process for CAETS working group reports and other statements (as many academies do internally).
- The chair responded to committee requests for more time to review the statement and asked committee members to provide feedback to the chair or deputy chair by next Thursday 16 March.
- The chair and deputy chair will then consolidate the feedback and provide it to the CAETS Energy working group.

**ACTION 4 – Committee members should provide any additional feedback on the CAETS Energy Committee statement to the chair or deputy chair by next Thursday 16 March.**

**ACTION 5 – The chair and deputy chair will consolidate the committee's feedback on the Energy statement and provide to the Energy Working group as soon as possible after Thursday 16 March.**

**8. Next meeting – 8 June 2023**

**9. Meeting close**

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