



MINUTES

CAETS Communication Committee – Quarterly Meeting

Thursday 5 October 2023

Meeting details

Location	Online via Teams	
Date & Time	Thursday 5 October – – 11.00am GMT/12.00pm BST (meeting held across 20 time zones)	
Attendees	<p>Committee leadership Chair - Lucas Noldus – Netherlands Academy of Technology and Innovation (ActI) CAETS secretariat Ruth David (NAE) Secretariat support (ATSE) Daniel Salas</p> <p>Committee members WU Siegfried Zhiqiang (Chinese Academy of Engineering) Christine Render (SAAE – South Africa) Heleen Duffy (SAAE – South Africa) Manoelle Lepoutre (NATF, France)</p>	
Apologies	Kylie Walker (ATSE – Australia) Edwyn Shiell (ATSE – Australia) Biljana Stojanovic (Serbia) Hans-Peter Meyer (Switzerland) Mette Tolling (ATV - Denmark) Roberto Carnicer (Argentina) Cather Simpson – (RSTA, NZ)	Martin Bech (Denmark) Amit Agrawal (India) Yu Zhu (Chinese Academy of Engineering) Frank Behrendt (Acatech – Germany) Ester Elices – SATW (Switzerland) Troels Rud (ATV – Denmark)

Summary of Actions

	Action	Responsible Party	Due	
1	Design a communication plan template for the 2024 round of the communication prize – for discussion ahead of 2024 round	Committee members (support from ATSE secretariat)	Agenda for Dec quarterly meeting	Ongoing

2	Provide feedback on the communications approach and opportunities of the Energy Committee's mobility report proposal to chair or deputy chair (Lucas.Noldus@noldus.nl , c.simpson@auckland.ac.nz).	Committee members	By 15 June (Note – extension offered via email to mid-July)	Complete
3	Collate feedback provided by committee and provide to the mobility report chairs	Chair & Deputy Chair	July (after feedback received from committee members)	Complete
4	Send recommendations for speakers (sharing best practice) at quarterly meetings (9-11 October –at CAETS2023; 7 December) to committee chair - Lucas.Noldus@noldus.nl	Committee members	By next meeting	Complete
5	Send suggestions for discussions or presentations at the October quarterly meeting (in person/hybrid at CAETS2023 annual conference) to committee chair - Lucas.Noldus@noldus.nl	Committee members	31 August 2023	Complete

Meeting Summary

1. Welcome

- The chair welcomed committee members to the third quarterly meeting of the committee in 2023, and the last before the CAETS 2023 symposium in Zagreb, Croatia.

2. Minutes of previous quarterly meeting (9 March)

- The minutes of the 8 June meeting were accepted without amendment.

3. Review actions of the previous meeting

- The committee noted all previous action items have been completed or are underway. ATSE will continue developing a communications plan template for the 2024 round.

ACTION 1 – Secretariat supporting the committee will continue to work on a communication plan template for 2024.

4. CAETS2023 – communications committee matters

- The Committee heard that the CAETS Communications prize had a unanimously chosen winner to be announced at the CAETS Conference in Zagreb. The Chair noted the quality of submissions was excellent, and more numerous than the prior year.
 - The eventual winner Dr Caitlin Howell attended the conference in person to receive the prize and gave a good acceptance speech. The media release is on the [CAETS Website](#).
 - Certificates of honourable mention were provided to Dr Marjolein Helder (Netherlands) and Professor Richard Hopkins (Australia).
- The Committee acknowledged the need to commence work on the communications prize in the near future due to the next CAETS symposium occurring in July 2024. The plan is for the 2024 Prize recipient to attend the symposium, in addition to receiving a larger cash prize.

5. Committee Chair Reports to CAETS Board and Council meetings (at CAETS2023)

- The Committee accepted the presentation developed by the Chair for the annual CAETS board and council meetings. The presentation served as a report on committee activities and included a plan for 2024 which indicated proposed activities and needed resources.
- The Committee discussed respective Academy style guides for writing and noted structural challenges inhibiting a CAETS-wide writing framework.
- The Chair noted the importance of ensuring the Committee had representation from all CAETS academies.
- The Committee also discussed the need to secure a prospective deputy chair to succeed the departing incumbent.

ACTION 2 – Committee Members to provide Academy style guides for reports.

ACTION 3 – Committee Members to invite colleagues from academies not currently represented on the committee.

ACTION 4 –Committee Members to continue considering candidates to succeed departing the Deputy Chair.

6. Review of draft statements prepared by CAETS working groups

- No draft statements currently needing review.

7. Sharing Communications best practice among CAETS members

- Eileen Erickson provides a presentation on Outreach & Communications programs of the National Academy of Engineering (USA).
 - The presentation was well received by committee members who asked questions of Eileen and discussed the presentation. This discussion included:
 - The availability of the reports Eileen presented on, and whether they could be accessed by people external to NAE.
 - The nature of technical skills training in various school systems.
 - NAE’s target audience and engagement of the public.
- Prof. Wu Zhiqiang provided a presentation a on recent engagement project of the Chinese Academy of Engineering (CAE) aimed at increasing interest in urban planning and sustainability among students.
 - The presentation was similarly well received by the committee members, questions and discussions revolved around;
 - Th structure of CAE’s communications & outreach office.
 - Overview and discussion of CAE’s engagement of the general public high school students.

ACTION 5 –Presenters to share their presentation materials with the Committee.

8. Next meeting – 9-11 October 2023 (at CAETS2023 conference)

- Committee discussed forthcoming meetings at the CAETS conference.

9. Meeting close

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