



Minutes

CAETS Communications Committee – Quarterly Meeting

Monday 25 March 2024

Meeting details

Location	Online via Zoom
Date & Time	Monday, 25 March, 6.30pm Greenwich Mean Time
Attendees	Committee leadership <u>Chair</u> - Lucas Noldus – Netherlands Academy of Engineering Ruth David (CAETS Secretary) Cather Simpson (New Zealand) Shen Yanjun (China) Siegfried Zhiqiang Wu (China) Frank Behrendt (Germany) Eileen Erickson (USA) José Albarrán Núñez (Mexico) Secretariat support (Australia) – Remy Szabo

Meeting Summary

1. Welcome

- The chair welcomed committee members to the first quarterly meeting of the committee in 2024.

2. Minutes of previous quarterly meeting (7 December 2023)

- The minutes of the 7 December meeting were accepted without amendment.

3. Review actions of previous meeting

- The committee noted all previous action items have been completed or are underway.
 - i. Martin Bech will provide ATV style guide when prepared.

4. CAETS 2024 - Communication Prize matters

- The committee discussed the 2024 round for the CAETS Communications Prize:
 - i. 12 videos from 10 countries had been submitted to the judging panel
 - ii. Both of CAETS' new member Academies, the Academy of Engineering of Poland and the Engineering Academy: Singapore, submitted entries to the prize.
 - iii. Numerous member Academies held domestic competitions to select their submission to the Prize.
- **Action 1 – Judges to review submissions and return forms to Ruth David.**
- **Action 2 – ATSE to distribute the judging scorecard to committee members.**

5. Communications Committee leadership

- José Albarrán, of the National Academy of Engineering of Mexico, volunteered to serve as the committee's new Deputy Chair. He replaces Cather Simpson of the Royal Society Te Apārangī (New Zealand).
- José will serve as the Deputy Chair for a term of two years, then succeed Lucas Noldus as the committee Chair for a further term of two years.

6. Communications Committee Secretariat Support

- The committee was informed that the Australian Academy of Technological Sciences and Engineering (ATSE) will be concluding its role as committee secretary in July 2024.
- ATSE has been performing the role since the Committee's formation.
- CAETS is looking for another of the larger and most well-resourced Academies to undertake the role.
- **Action 3 – include a 'call to action' along with the meeting minutes.**

7. CAETS Style Guide

- Cather Simpson (Royal Society Te Apārangī) led discussion on how to write and present different types of documents. The following recommendations emerged from the discussion:
 - i. Focus on evidence synthesis, so that is accessible to policymakers.
 - ii. Aim to make documents inclusive.
 - iii. Be transparent regarding information sources.
 - iv. Check for bias.
- The committee discussed the role of CAETS in providing advice to policymakers.
- **Action 4– Academies to share the explicit guidance they use for internal purposes.**

8. Sharing Communications best practice among CAETS members

- **Presentation 1 (10min + 10min Q&A)** – José Albarrán (Fellow, National Academy of Engineering of Mexico)
- **Action 5– José to share PDF of presentation for distribution to committee.**
- **Action 6 – Organise presenters for next quarterly meeting.**

9. Next meetings

- Online – Monthly leadership meeting April 2024 – Tuesday 17 April, 1.30pm GMT
- Online – Quarterly committee meeting June 2024 – Tuesday 11 June, 8am GMT
- Casual catch-up In person - Helsinki CAETS2024, Tuesday 7 July, 2.45pm coffee break.

10. Meeting close

Meeting actions

	Action	Responsible Party	Due	
1	Communications Prize judges to review submissions and return forms to Ruth David	Prize judges	April 9	Complete
2	Distribute Prize scorecards to committee members.	Committee secretariat support	ASAP	Incomplete
3	Include 'call to action' for new secretariat support volunteer with minutes distribution.	Committee secretariat support	ASAP	Incomplete
4	Academies to share internal communications guidance.	Committee Members	By next meeting	Incomplete
5	Share presentation PDF secretariat for distribution to committee.	Jose Francisco and Committee secretariat support	ASAP	Incomplete
6	Organise presenters for next quarterly meeting.	Committee secretariat support	By next meeting	Incomplete

Actions carried forward.

	Action	Responsible Party	Due	
1	Committee Members to continue considering candidates to succeed departing the Deputy Chair.	Committee members	By next meeting	Complete
2	Committee Members to provide Academy style guides for report	Committee members	By next meeting	Incomplete
3	Committee Members to invite colleagues from academies not currently represented on the committee.	Committee Members	By next meeting	Incomplete