



Minutes

CAETS Communications Committee – Quarterly Meeting

Tuesday 11 June 2024

Meeting details

Location	Online via Zoom
Date & Time	Tuesday, 11 June 8.00-9.00am GMT
Attendees	Committee leadership <u>Chair</u> - Lucas Noldus (Netherlands) <u>Deputy chair</u> - José Albarrán Núñez (Mexico) Jung-Hee Song (Korea) Siegfried Zhiqiang Wu (China) Tom Leahy (Ireland) Mette Tolling (Denmark) <u>Secretariat support</u> – Daniel Salas (Australia)

Meeting Summary

1. Welcome

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

2. Minutes of previous quarterly meeting (26 March 2024)

- The minutes of the 26 March meeting were accepted without amendment.

3. Review actions of previous meeting

- The committee noted all previous action items have been completed or are underway.

4. CAETS 2024 - Communication Prize matters

- Winner has been selected and will be announced at the Conference in Helsinki.

5. Communications Committee Secretariat Support

- Zhiqiang (Siegfried) Wu announced that the Chinese Academy of Engineering is willing to provide secretarial support for our committee, taking over from ATSE after the Helsinki meeting in July. We are grateful for that kind offer. The chair will discuss practical details with Siegfried Wu when they meet in Helsinki.
- The chair thanked Daniel Salas and his colleagues at ATSE for many years of support for our committee.

6. CAETS Style Guide

- The chair reiterated the call for academies to provide their style guides to facilitate internal communications guidelines and their development.

7. Sharing Communications best practice among CAETS members

- **Presentation** – Professor Jung-Hee Song (NAEK) gave an inspiring presentation about the National Academy of Engineering of Korea and its many communication activities.

8. Next meetings

- Hybrid Committee Meeting – Helsinki CAETS 2024, 10.00 -11.30am
- Online Quarterly Meeting – October 2024, date to be determined
- Online Quarterly Meeting – December 2024, date to be determined

9. Meeting close

10. Meeting actions

	Action	Responsible Party	Due	
1	Find Academy to resume secretarial support	Committee secretariat support / Committee	ASAP	Complete
2	Academies to share internal communications guidance.	Committee Members	By next meeting	Incomplete
3	Share presentation PDF with secretariat for distribution to committee.	Jung-Hee Song and Committee secretariat support	ASAP	Complete

Actions carried forward.

	Action	Responsible Party	Due	
1	Committee Members to provide Academy style guides for report	Committee members	By next meeting	Incomplete
2	Committee Members to invite colleagues from academies not currently represented on the committee.	Committee Members	By next meeting	Ongoing