

Minutes

CAETS Communications Committee – Quarterly Meeting

Meeting details

Location	Online via Microsoft Teams
Date & Time	Wednesday, 15 October 2025, 23:00 – Thursday, 16 October 2025, 00:30 (CEST)
Attendees	<p>Committee leadership</p> <p>Chair – NOLDUS, Lucas – Netherlands Academy of Engineering (NAE) Deputy Chair – WU, Siegfried Zhiqiang – Chinese Academy of Engineering (CAE)</p> <p>ALBARRÁN NÚÑEZ, José Francisco (Mexico) DUFFEY, Heleen (South Africa) HOWELL, Caitlin (United States) HUTTNER-KOROS, Adam (Australia) KOEHLER, Kristen (United States) LEAHY, Tom (Ireland) MADIKANE, TC (South Africa) PIENAAR, Pine (South Africa) ROHAN-JONES, Rebecca (Australia) SZPYTKO, Janusz (Poland) ZHU, Yu (China)</p> <p>Secretariat support – WANG, Wei, CHEN, Sisi – (China)</p>

Meeting Summary

1. Welcome

- The Chair opened the meeting at 23:00, welcoming committee members to the third quarterly meeting of 2025.
- The meeting agenda was accepted without amendment.

2. Minutes of previous Brisbane Meeting (9 September 2025)

- Australia and US representatives confirmed their participation in the CAETS Style Guide volunteer work. Participation by the Canadian representative will be confirmed.
- The Chair and the Australian representative volunteered to collaborate on the social media.

3. Actions of previous meeting

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

4. Actions following from Brisbane meeting

- The Chair outlined the report submitted to the Council on 9 September and highlighted the 2026 work plan.

5. CAETS Statement 2025

- The Committee reviewed the Draft CAETS Statement 2025. A clarification of “mRNA-based solutions” was proposed, Rebecca ROHAN-JONES (Australia) will follow up with ATSE to provide a detailed explanation.

- The Chair recommended the committee to review the statement carefully and give feedback by 31 October, focusing on both technical details and communication style.

6. CAETS Communication Prize

- The Chair reviewed the 2025 Communication Prize and extended congratulations once again to South Africa on winning the award. He also outlined the timeline for the 2026 Prize and noted that the Prize was launched this month.
- Caitlin HOWELL, as a volunteer, has completed the draft of the CAETS Communication Prize Framework and Submission Guidelines and presented her approach to condensing and revising the previous content of the documents. The Committee appreciated her work.
- Several recommendations were proposed: adding “**Global Award for Engineering Communication**” as a subtitle; including an abstract at the beginning to highlight the key points; revising the sixth evaluation criterion from “**Promotion Plan**” to “**Cinematographic Quality**”; changing the video format requirement from **MP4** to a link to a publicly accessible video streaming service, with YouTube recommended; reminding the submitters to ensure that any music or images included are used with proper rights or permissions.
- The scoring sheet will be updated according to the new evaluation criteria.

7. Sharing Communications best practices among CAETS members

- **Pine PIENAAR (SAAE)** introduced South Africa's 2025 Communication Prize-winning project, shared the post-award publicity plans and experiences, highlighting the engagement with technology communities and collaboration with social media.
- **TC MADIKANE (SAAE)** delivered an insightful presentation outlining the Academy’s history and communication practices, including expert panel activities, academic and public lectures, webinars, and the induction of new fellows. He mentioned that SAAE will focus on enhancing its website and developing a LinkedIn presence to strengthen communications.
- The slides from both presentations will be circulated to members.

8. Administration and planning

- **Robert CRAWHALL (Canada)** has agreed to deliver a presentation at the forthcoming quarterly meeting on 16 December.
- A representative from Japan is expected to present a report at the first quarterly meeting in 2026.

9. Next meetings

- The quarterly meeting for 2025 is scheduled for Tuesday, 16 December 2025, at 08:00 (CEST).
- The schedule for the 2026 quarterly meetings will be circulated after confirmation.

10. Meeting close

- There being no further business, the Chair adjourned the meeting at 00:30 on **Thursday, 16 October 2025**.