

# Minutes of the 40<sup>th</sup> Session of the Council

## Saturday/Sunday 8-9 October 2016

### Rio de Janeiro, Brazil

The 40<sup>th</sup> Session of Council was convened by ICEC Chair Alexia Nalewaik at 9.00 am on 8 October 2016 at the Windsor Barra Hotel, Rio De Janeiro, Brazil. The Full Meeting Agenda Book containing supporting details for various agenda items was provided to delegates in electronic form prior to the meeting. An abbreviated hard copy version of the Meeting Agenda Book was distributed at the meeting. The Full Meeting Agenda Book is provided on the ICEC website in conjunction with these minutes and will, by reference, be made a part of these minutes.

The 2016 ICEC Meeting Agenda Book can be found on the ICEC website at:

<http://www.icoste.org/members/minutes/#more-48>

#### 1.0 Welcome & Introductions

ICEC Chair Alexia Nalewaik welcomed the delegates and asked the delegates to introduce themselves and to indicate the association or institute that they represented.

#### 2.0 Attendance & Apologies

##### **2.a Attendance**

A total of **40** ICEC office holders and member association delegates/representatives attended the meeting (in part or in whole) over the two days of meetings. **15** member associations were represented at the meeting.

##### ICEC Executive Officers

Alexia Nalewaik	- ICEC Chair (United States)
TT Cheung	- ICEC Senior Vice Chair (Hong Kong)
Kwadwo Osei-Asante	- ICEC Administrative Vice Chair (Ghana)
Andrej Kerin	- ICEC Administrative Vice Chair (Slovenia)
Ângelo Valle	- ICEC Technical Vice Chair (Brazil)
Carsten Wredstrøm	- ICEC Immediate Past ICEC Chair (Denmark)
Peter Smith	- ICEC Secretary General (Australia)
Roger Batten	- ICEC Advisory Board Chair (United Kingdom)

##### ICEC Region Directors

Paulo Dias	- ICEC Region 1 Director & IBEC President (Brazil)
Gianluca di Castri	- ICEC Region 2 Director (Italy)

##### ICEC Region Deputy Directors

Aldo Mattos	- ICEC Region 1 (Brazil)
Julie Owen	- ICEC Region 1 (USA)
Alec Ray	- ICEC Region 2 (United Kingdom)
Kofu Obeng-Ayirebi	- ICEC Region 3 (Ghana)
Obafemi Onashile	- ICEC Region 3 (Nigeria)
Charles Mbelede	- ICEC Region 3 (Nigeria)
Njeri Wachira Towey	- ICEC Region 3 (Kenya)

### ICEC Delegates – Region 1

John Livengood	- AACE (United States)
José Chacon De Assis	- IBEC (Brazil)
Inaiara Ferreira Marini	- IBEC (Brazil)
Inaiara Barallos	- IBEC (Brazil)
Wilton Baptista	- IBEC (Brazil)
Caesar Bendial	- ALAEST (Brazil)
Ygor Vicente de Oliveira	- Petrobas (Brazil)
Diana Ma Isprone	- BCI (Columbia)
Jose Ramon Calix	- CICH (Honduras)
Carlos Martinez Arjona	- CICH (Honduras)

### ICEC Delegates – Region 2

Angela Pammenter	- ACostE (United Kingdom)
Robert de Vries	- DACE (The Netherlands)

### ICEC Delegates - Region 3

Osei Agyemang-Badu	- GhIS (Ghana)
Priscilla Osei Asante	- GhIS (Ghana)
Jennifer Majimi	- IQSK (Kenya)
Andrew Mandere	- IQSK (Kenya)
Battah Ndirpaya	- NIACE (Nigeria)
M.J. Timus Maritz	- ASAQS (South Africa)

### ICEC Delegates - Region 4

Peter Clack	- AIQS (Australia)
Grant Warner	- AIQS (Australia)
Lani Kirby	- AIQS (Australia)
Keith Yim	- HKIS (Hong Kong)
Paul Wong	- HKIS (Hong Kong)

## **2.b Apologies**

Formal apologies were received from 7 ICEC office holders and member delegates/representatives.

### Region 2

Bill Pryke	- CICES CEO & CICES Delegate (United Kingdom)
Emanuele Banchi	- AICE President & AICE Delegate (Italy)
Alan Barltrop	- ACostE Delegate (United Kingdom)

### Region 3

Michael K. Frimpong	- GhIS Delegate (Ghana)
Mercy Iyortyer	- NIQS President (Nigeria)
Rob Pearl	- ICEC Region 3 Director (South Africa)

### Region 4

Jeremy Shearer	- NZIQS President (New Zealand)
----------------	---------------------------------

## 3.0 Minutes of Previous Meeting – 39<sup>th</sup> Council Meeting

The minutes of the 39<sup>th</sup> Session of Council held on 18-19 October 2014 in Milan, Italy (included in the Meeting Agenda Book pages 9-32) were taken as read and were approved without amendment.

#### 4.0 Matters Arising From Minutes

There were no matters arising from the minutes.

#### 5.0 Officer's Reports

##### **5.a ICEC Chair**

ICEC Chair, Alexia Nalewaik, welcomed the meeting attendees and provided an overview of her written report which is contained in the Meeting Agenda Book (pages 36-37). She focused on the implementation of the ICEC Strategic Plan and ICEC programs/projects during her term and outlined the extensive number of meetings and congresses that she attended as ICEC Chair during her 2 year term. She concluded by thanking all ICEC executive members, delegates and member associations for their support and assistance during her term. General discussion followed on the points raised.

##### **5.b Senior Vice-Chair**

Senior Vice Chair, TT Cheung, provided a provided an overview of his written report which is contained in the Meeting Agenda Book (page 39). He highlighted two key strategic objectives – the development of a draft ICEC conference manual and the creation of a an ICEC young chapter.

##### **5.c Administrative Vice-Chair (1)**

Administrative Vice-Chair, Kwadwo Osei-Asante, provided an overview of his written report which is contained in the Meeting Agenda Book (pages 41-44). He focused on activities in ICEC Region 3 (Africa) and the various issues/challenges faced in the region.

##### **5.d Administrative Vice-Chair (2)**

Administrative Vice-Chair, Andrej Kerin, provided an overview of his written report which is contained in the Addendum to the Meeting Agenda Book Addendum (pages 3-13). He focused on his work for ICEC in collaborating with IPMA on various initiatives.

##### **5.e Technical Vice-Chair**

Technical Vice-Chair, Angelo Valle, provided an overview of his written report which is contained in the Meeting Agenda Book Addendum (pages 14-16). He focused on his work in the field of international standards and his role in the Brazilian Association of Technical Standards (ABNT – Associação Brasileira de Normas Técnicas) which is the official Brazilian agency for technical standardization in the International Standards Organization (ISO).

##### **5.f Advisory Board Chair Report**

Roger Batten provided an overview of his written report which is contained in the Meeting Agenda Book (pages 48-49). Roger detailed the activities of the Advisory Board over the past two years and discussed his suggestions for moving ICEC forward. He highlighted the importance of the ICEC Advisory Board and the role of ICEC Ambassadors to assist this.

## **5.g Immediate Past Chair**

Immediate Past-Chair, Crasten Wredstrom, provided a verbal report on the progress of ICEC over the past two years. He congratulated Alexia Nalewaik on her tremendous work and achievements as ICEC Chair.

## **5.h Region 1 Director's Report**

Region 1 Director, Paulo Dias, (IBEC) provided an overview of his written report which is contained in the Meeting Agenda Book Addendum (pages 17-19). He spoke about the 'Cost Engineers Day 2016' held in Rio De Janeiro in May 2016 and the ICEC Region 1 meeting that was held during this event. Paulo then described the extensive amount of work that he and the IBEC team have undertaken in travelling to many South/Central American countries to collaborate with professional engineering organisations and promote ICEC to these organisations. He then concluded with a summary of his extensive activities personally as ICEC Region 1 Director.

## **5.i Region 2 Director's Report**

Region 2 Director, Gianluca di Castri, (AICE) provided an overview of his written report which is contained which is contained in the Meeting Agenda Book (pages 53-56). He focused on the specific issues and challenges faced in Region 2 which included the lack of a strong professional identity for the project cost management profession in most parts of Europe.

## **5.j Region 3 Director's Report**

Region 2 Director, Rob Pearl, (ASAQS) was unable to attend the meeting due to other commitments. He did however provide a written report which is contained in the Meeting Agenda Book (pages 58-59). Reference was made to his report for noting.

## **5.k Region 4 Director's Report**

Region 2 Director, Teoh Wooi Sin, (SISV) was unable to attend the meeting due to work commitments. ICEC Senior Vice-Chair, TT Cheung, spoke briefly on Teoh Wooi Sin's behalf in relation to Region 4 activities.

## **5.l.i Secretary-General Report**

ICEC Secretary General, Peter Smith, was absent on the first day of the meeting (Saturday 8 October) due to work commitments. He presented his report on the following day (Sunday 9 October). However, for the purposes of clarity, his report is referred to here in accordance with the formal ICEC Agenda. Peter provided an overview of his written report which is contained in the Meeting Agenda Book (pages 61-72). Peter commenced by congratulating Alexia Nalewaik for her work as ICEC chair and thanked the ICEC Executive and all ICEC officers for their work and support.

Peter then thanked the AIQS for their continued support in hosting the ICEC Secretariat – a role they have undertaken since 2004. He then provided an overview of regional meetings and Skype meetings held during 2014-16. Peter then highlighted the main secretariat activities over the past two years.

## 5.1.ii Secretary-General Financial Report

Peter Smith presented the interim ICEC Financial Report for the 2014-16 term. He explained that the financial report figures excluded some income/expenditure to the end of October 2016 that will include additional membership fee payments and expenses associated with the 2016 Brazil Congress. A final financial report will be issued for the 2014-16 period after closing of the books for the current ICEC Administration. He also noted that the Chair's expenses significantly exceeded the amount shown but substantial financial contributions were made by the Chair personally to cover these costs. He thanked Alexia Nalewaik on behalf of ICEC for these personal contributions.

Overall, the income received for the 2014-16 term was below that budgeted for (Budgeted Income A\$88,000 – Actual Income \$79,103). This was largely due to shortfalls in membership fees, the ICEC International Congress Levy and lower interest returns on the ICEC term deposit. However, this shortfall was carefully monitored by the Secretary-General and expenditure was controlled accordingly. This resulted in expenditure well below the budgeted allowance (Budgeted Expenditure – A\$ 88,000 – Actual Expenditure \$75,365). This resulted in a positive balance of A\$ 3,737. However, it was noted that expenses of \$3,646 had been transferred to the 2012-14 ICEC financial period as these related to the 2012-14 ICEC Budget (2012-14 ICEC Chair expenses and 2014 Milan Congress expenses for the Secretary General).

Discussion ensued on the financial report. Peter Smith noted that some member associations had outstanding membership subscription fees but that these were generally limited to the smaller associations. He outlined the efforts being made to encourage these associations to pay their fees and asked for assistance from each ICEC Regional Director. He also noted that one association had resigned from ICEC membership during 2014-16 but that strategies were in place to encourage this association to reconsider. This was also countered by 2 new member associations joining ICEC during the 2014-16 term.

Peter spoke about the issue of smaller ICEC member associations who had yet to pay their fees and suggested an amnesty on previous years' fees for these associations to encourage them to become active again in ICEC activities. This was agreed in principle by the meeting delegates. The importance of the larger ICEC member associations in supporting the development of these smaller member associations was also discussed.

The Financial Report was then voted on and accepted by ICEC Council delegates.

## 6.0 ICEC Governance Structure – Update & Strategic Directions

ICEC Chair, Alexia Nalewaik, and ICEC Senior Vice-Chair, TT Cheung, provided an update on the ICEC Governance Structure that was approved at the last ICEC Council meeting in Milan, Italy in October 2016. They commented that the Governance Structure was being implemented reasonably well but there was room for further improvement.

General discussion ensued and there was general agreement that the current Governance Structure should remain in place and be reviewed again at the next Council meeting. This was voted on and approved by meeting delegates.

They then proposed new ICEC Director Positions that comprised the following:

- ICEC Research Director
- ICEC Director – South/Central America (ad-hoc position)
- ICEC Director – ICEC/IPMA Collaboration (ad-hoc position)

Considerable discussion ensued on these positions. The importance of the Research Director position was recognized as was the position to support ICEC/IPMA collaboration.

However, there was disagreement on the need for the new South/Central America position. Comments were raised that there was a greater need for a position representing areas that were currently not in the ICEC regional structure. A proposal was put forward to change this position to a Director for the Middle East.

These positions were then voted on by meeting delegates and the following positions were approved by delegates:

- ICEC Research Director
- ICEC Director – Middle East (ad-hoc position)
- ICEC Director – ICEC/IPMA Collaboration (ad-hoc position)

It was further agreed that the two ad-hoc positions would be reviewed every two years at each ICEC Council Meeting to determine whether these positions should continue or be revised/replaced/discontinued.

## 7.0 ICEC Action Plan 2016-18

The proposed ICEC Action Plan for 2016-18 was then presented to the meeting delegates. This is included in the Meeting Agenda Book (pages 77-78). ICEC Chair, Alexia Nalewaik, and Senior Vice-Chair, TT Cheung, developed this Action Plan in consultation with ICEC Executive Officers and Region Directors. Alexia and TT provided an overview of this plan and discussion ensued.

Action plan items for the development of an ICEC Conference Manual and an ICEC Young Members Group were highlighted.

The 2016-18 Action Plan was then voted on and approved by the meeting delegates.

## 8.0 Memorandums of Cooperation (MOC)

The current Memorandums of Cooperation (MOC) that ICEC have with other kindred professional associations are noted in the Meeting Agenda Book (page 80).

Alexia Nalewaik noted these and then initiated discussion on further potential cooperative agreements. This included possible agreements with:

- The European Committee of Construction Economists (CCEC)
- The World Federation of Engineering Organisations (WFEO)

It was agreed by delegates that further agreements should be pursued during the 2016-18 term.

## 9.0 New ICEC Member Associations (MOC)

Alexia Nalewaik noted that 2 new membership applications had been approved during the 2014-16 term as follows:

- CICH (Honduras) - Application approved 27 February 2016
- PIQS (Philippines) - Application approved 27 February 2016

Alec Ray then gave a presentation on strategies to encourage further new ICEC Memberships. Alec provided a written report for this presentation titled 'Establish an ICEC Associates Programme' which is included in the Meeting Agenda Book (pages 82-83).

Discussion ensued and Alec put forward a proposal to adopt the strategies outlined in his written report. There was general agreement on the proposal and it was agreed that this would be developed further for formal approval during the 2016-18 term.

#### 10.0 Global Initiatives – ISO, Competency Standards, Certification, etc.

Peter Smith, Alexia Nalewaik and TT Cheung provided updates on a range of global initiatives and strategies that included ICEC's work/collaboration with the following:

- International Construction Measurement Standard (ICMS)
- International Ethics Coalition Opportunity
- Project Cost Management Body of Knowledge
- ICEC Global Research (BIM Menu, QS/CE Practices - Evolution/Comparison)
- ICEC Inventory of QS/CE Standards/Best Practices/Published Cost Sources
- World Federation of Engineers (WFEO)
- United Nations
- ISO Cost Management Standards
- Certification Programs

This included general discussion about each of these areas. As these items were presented for general information and discussion there were no matters that required voting on by meeting delegates.

#### 11.0 Reports - Member Societies and Prospective Members

A number of member associations provided written reports that are included in the Meeting Agenda Book (pages 85-200) and in the Meeting Agenda Book Addendum (pages 20-29).

##### **11.1 Region 1**

###### AACE International (United States)

AACE International prepared a comprehensive written report that is included in the Meeting Agenda Book (pages 87-98). Alexia Nalewaik and John Livengood provided an overview of the report. Aldo Mattos, Chair of AACE Brazil, then spoke about AACE activities in Brazil and South America.

###### CIQS (Canada)

The CIQS prepared a written report that is included in the Meeting Agenda Book (pages 99-100). As there was no CIQS delegate at the meeting reference was made to the report for noting.

###### IBEC (Brazil)

IBEC prepared a written report that is included in the Meeting Agenda Book Addendum (pages 21-25). Paulo Dias, José Chacon and Angelo Valle (IBEC) provided an overview of this report.

###### CICH (Honduras)

Jose Ramon Calix and Carlos Martinez Arjona provided a verbal report on CICH activities.

## 11.2 Region 2

### ACostE (United Kingdom)

ACostE provided a written report and presentation that is included in the Meeting Agenda Book (pages 103-109). Alec Ray & Roger Batten provided an overview of this report.

### AICE (Italy)

AICE prepared a written report that is included in the Meeting Agenda Book (pages 110-141). Gianluca di Castri provided an overview of this report and also gave a detailed presentation on AICE activities and initiatives and put forward suggestions on how AICE can collaborate with ICEC member associations .

### DACE (The Netherlands)

DACE prepared a written report that is included in the Meeting Agenda Book (pages 142-144). Robert de Vries provided an overview of this report.

### CICES (Chartered Institution of Civil Engineering Surveying)

CICES prepared a written report that is included in the Meeting Agenda Book (pages 145-148). As there was no CICES delegate at the meeting reference was made to the report for noting.

### PMA (Austria)

PMA prepared a written report that is included in the Meeting Agenda Book (pages 149-152). As there was no PMA delegate at the meeting reference was made to the report for noting.

### ZPM (Slovenia)

ZPM prepared a written report that is included in the Meeting Agenda Book (pages 153-159). Andrej Kerin provided an overview of this report.

## 11.3 Region 3

### ASAQS (South Africa)

Timus Maritz provided a verbal report on ASAQS activities.

### GhIS (Ghana)

GhIS provided a written report that is included in the Meeting Agenda Book (pages 161-163). Kwadwo Osei Asante and Kofi Obeng-Ayirebi provided an overview of this report.

### IQSK (Kenya)

IQSK provided a written report that is included in the Meeting Agenda Book Addendum (pages 26-29). Njeri Wachira Towey and Jennifer Majimi provided an overview of this report.

### NIACE (Nigeria)

NIACE provided a written report that is included in the Meeting Agenda Book (pages 164-165). Charles Mbelede and Battah Ndirpaya provided an overview of this report.

### NIQS (Nigeria)

Obafemi Onashile provided a verbal report on NIQS activities.



## 11.4 Region 4

### AIQS (Australia)

The AIQS provided a written report that is included in the Meeting Agenda Book (pages 167-168). Grant Warner and Peter Clack provided an overview of the report.

### HKIS (Hong Kong)

The HKIS provided a written report that is included in the Meeting Agenda Book (pages 169-173). Keith Yim and Paul Wong provided an overview of the report.

### NZIQS (New Zealand)

The NZIQS provided a written report that is included in the Meeting Agenda Book (pages 174-176). As there was no NZIQS delegate at the meeting reference was made to the report for noting.

### RISM (Malaysia)

The RISM provided a written report that is included in the Meeting Agenda Book (pages 177-182). As there was no RISM delegate at the meeting reference was made to the report for noting.

### SISV (Singapore)

The SISV provided a written report that is included in the Meeting Agenda Book (pages 183-187). As there was no SISV delegate at the meeting reference was made to the report for noting.

### Other Region 4 Reports

Some of the other ICEC Region 4 member associations prepared reports for the PAQS 2016 Board Meeting held in Christchurch, New Zealand on 21 May 2016. As these reports provide information that is applicable for the ICEC member association reports, permission was obtained from the PAQS Secretary, Ms. Katherine Thiang, to reproduce these reports in the Meeting Agenda Book. Accordingly, the following additional written PAQS member reports were noted and included in the Meeting Agenda Book on the pages as indicated:

CECA – China (pages 188-190)

FIQS – Fiji (pages 191-192)

IQSSL – Sri Lanka (pages 193-196)

PICQS – The Philippines (pages 197 – 200)

## 12.0 Region Workshops (Concurrent Workshop Sessions)

For this agenda item, the meeting delegates broke into 4 separate workshop groups for each of the ICEC regions. The purpose of the workshops was to discuss issues, strategies, ideas and suggestions for each region to assist ICEC in improving the value of its operations on a regional basis.

Lengthy discussions were held in each of the workshop groups.

## 13.0 Region Workshop Outcomes

At the completion of the workshops, meeting delegates from each of the 4 workshop groups reported back with a summary of the outcomes. This was then be followed by general discussion and suggestions for the development of regional strategies.

It was agreed that the ICEC Region Directors for 2016-18 would take these regional comments and suggestions on board for further review and development.

## 14.0 Co-Operation with other Bodies

### **14.a Africa Association of Quantity Surveyors (AAQS)**

KH Osei Asante (ICEC Admin Vice-Chair) provided a verbal report on AAQS activities.

### **14.b International Federation of Surveyors (FIG) – Commission 10**

Roger Batten (ICEC Advisory Board Chair) provided a verbal report on FIG Commission 10. He noted that the 2017 FIG Working Week is scheduled to be held from 29 May - 2 June 2017 in Helsinki, Finland.

### **14.c International Project Management Association (IPMA)**

Andrej Kerin referred to his previous ICEC Region 2 Director report that included details about ICEC's collaboration with IPMA.

### **14.d Pacific Association of Quantity Surveyors (PAQS)**

TT Cheung provided a verbal report on ICEC's collaboration with PAQS.

### **14.e Royal Institution of Chartered Surveyors (RICS)**

Alexia Nalewaik made reference to ICEC's involvement with the RICS as a trustee in the International Construction Measurement Standards (ICMS) Coalition.

## 15.0 ICEC World Congresses

### **15.a 2016 10<sup>th</sup> ICEC World Congress – Region 1 (Rio De Janeiro, Brazil) Hosts – Brazilian Institute of Cost Engineers (IBEC)**

Paulo Dias, José Chacon and Ângelo Valle provided an update on the final preparations for the 2016 10<sup>th</sup> ICEC World Congress that will follow the Council Meeting.

### **15.b 2018 11th ICEC World Congress & 22nd PAQS Congress - Region 4 15-20 November 2018 – Sydney, Australia Hosts – Australian Institute of Quantity Surveyors (AIQS)**

Grant Warner and Peter Clack provided a written report (included in the Meeting Agenda Book – page 207) and gave a presentation on the preparations and plans for the joint ICEC/PAQS Congress in Sydney, Australia.

### **15.c 2020 12th ICEC World Congress - Region 3**

Discussion was held on the potential hosts/venues for the 2020 Congress in Region 3 (Africa). The African delegates at the meeting agreed that the two main potential hosts for the event would be the Association of South African Quantity Surveyors (ASAQS) and the Ghana Institution of Surveyors (GhIS). It was proposed that the ASAQS and GhIS would have further meetings to determine who would host the 2020 event and that the ICEC Council would accept their mutual decision. In the event that the associations may not reach agreement then the hosting would be put to a vote of ICEC member associations. This proposal was accepted by meeting delegates and the ASAQS and GhIS were asked to inform the new ICEC Chair and ICEC Executive Board of their decision as soon as reasonably possible.

## 16.0 ICEC Region Meetings 2015-2016

Details of ICEC Region Meetings held during 2015-16 and associated meeting minutes, notes and presentations are included in the Meeting Agenda Book (pages 208-329).

Reference was made to these details for the following Region Meetings:

### 16.a Region 1

#### 2015

Panama City, Panama – 27 September 2015

(hosted by IPMA and held in conjunction with the 50th IPMA Anniversary World Congress & Board Meetings from 26-30 September 2015)

#### 2016

Rio de Janeiro, Brazil – 9 May 2016

(hosted by IBEC and held in conjunction with the IBEC Annual Meeting and annual Brazil Cost Engineering Day from 9-10 May 2016)

### 16.b Region 2

#### 2015

Paris, France – 18 April 2015

(hosted by SMaP)

#### 2016

Como, Milan, Italy – 7 May 2016

(hosted by AICE with a special seminar preceding the meeting on 6 May 2016).

### 16.c Region 3

#### 2015

Lagos, Nigeria – 20 November 2015

(hosted by the NIQS and held in conjunction with the AAQS Council Meeting and NIQS Congress from 17- 21 November 2015)

#### 2016

Dar es Salaam, Tanzania – 19 August 2016

(hosted by the Tanzania Institute of Quantity Surveyors and held in conjunction with the AAQS General Assembly Meeting and Congress from 18-19 August 2016).

### 16.d Region 4

#### 2015

Yokohama, Japan – 30 May 2015

(held in conjunction with the annual PAQS Board Meeting and 19th PAQS Congress from 28 May – 1 June 2015)

#### 2016

Christchurch, New Zealand – 21 May 2016

(hosted by the NZIQS and held in conjunction with the annual PAQS Board Meeting and 20th PAQS Congress from 20-24 May 2016).

## 17.0 Communications & ICEC Website

Peter Smith commented that the ICEC Secretariat and Executive Officers continue to implement and explore ways of improving communication and sharing of information amongst member associations and the individual members of these associations in particular. This continues to be one of the greatest challenges facing ICEC. Peter referred to his Secretary-General's Report (Section 5.1.i) that provided an outline of current initiatives and suggestions for improving communications.

The purpose of this agenda item was to progress this further and discuss strategies to improve communication both within and outside the ICEC network and to receive feedback/suggestions from ICEC delegates and member associations.

The main items for discussion in this section were:

- a. International Cost Management Journal (ICMJ)
- b. International Roundup Newsletter
- c. Promotional Materials
- d. ICEC Prospective Member Information Kit
- e. Improving ICEC Communications
- f. ICEC Website
- g. Sponsorship & General Income Generation Strategies.

Reference was made to details for each of these items that are included in the Meeting Agenda Book (pages 342-366).

## 18.0 ICEC Accreditation of Certification and CPD Programs

Details of the ICEC Accreditation system are included in the Meeting Agenda Book (pages 367-373). Peter Smith provided a quick overview of this accreditation system and encouraged member associations to submit their various certification and CPD programs for accreditation. He noted that member associations who currently have ICEC accredited programs are:

- AACE (Association for the Advancement of Cost Engineering International)
- IBEC (Brazilian Institute of Cost Engineers)
- ACostE (Association of Cost Engineers - United Kingdom)
- AICE (Italian Association for Total Cost Management)
- DACE (The Netherlands), ZPM (Slovenia)
- AIQS (Australian Institute of Quantity Surveyors)
- NZIQS (New Zealand Institute of Quantity Surveyors)
- RISM (Royal Institution of Surveyors Malaysia)
- SISV (Singapore Institute of Surveyors and Valuers)
- ASAQS (Association of South African Quantity Surveyors)
- PICQS (Philippine Institute of Certified Quantity Surveyors)

## 19.0 Kenneth Humphreys Paper Award for Young and Student Members

Peter Smith provided a written report on the Humphreys Award that is included in the Meeting Agenda Book (page 375). Awards are available in each of the fields of Cost Engineering (CE), Quantity Surveying (QS) and Project Management (PM).

2 papers were submitted for the award – one for the Quantity Surveying Award and one for the Project Management Award. The papers were submitted by the South African Association of Quantity Surveyors (ASAQS) and the Association for the Advancement of Cost Engineering – International (AACE).

Peter Smith noted that the Award Committee felt that both of the papers submitted were of a high standard and worthy of the award. Accordingly, the winners of the 2016 Kenneth K. Humphreys Outstanding Paper awards were:

#### Cost Engineering Award

Author: Muhammad Yaseen Bhamjee (South Africa)

Paper Title: Lighting Retrofits - Home Owner Mind-Sets Toward Energy Efficiency

Submitted by: Association of South African Quantity Surveyors (ASAQS)

#### Project Management Award

Author: Jessica Colbert (USA)

Paper Title: Avoiding CPM Schedule Mismanagement: Maximize Uses

Submitted by: AACE International

These awards will be presented at the 2016 ICEC World Congress gala dinner that will follow the ICEC Council Meeting.

## 20.0 Election of Officers for 2014-16

The nominations from the ICEC Nominating Committee for ICEC Executive Officer positions and co-opted positions for 2016-18 are included in the Meeting Agenda Book (page 377-378).

Discussion ensued on these positions. Changes were proposed for the following positions:

Region 1 Director: Original Proposal - Madhu Pillai (change to Paulo Dias)

Director – Central/South America - Paulo Dias (change to Director – Middle East – Madhu Pillai)

These changes were voted on and approved by the meeting delegates.

Discussion was then held on the ICEC Region Deputy Director positions. These are co-opted ICEC officer position nominations that are proposed by the incoming Region Directors in collaboration with the ICEC Chair, ICEC Executive Board and ICEC member associations. The Meeting Agenda Book included a list of proposed Deputy Director positions. However, discussion was held on whether more time was needed to determine these positions in collaboration with all the relevant parties.

Accordingly, it was proposed that the new ICEC Deputy Director positions would be determined later by the incoming ICEC Region Directors in collaboration with all relevant parties and that these positions would be finalized in early 2017. This was voted on and approved by the meeting delegates.

The recommendations for the ICEC Executive Board, ICEC Region Director, the new ICEC Director positions and the ICEC Ambassadors were then voted on and approved by the meeting delegates.

Therefore, the following nominees were all declared elected.

## 2016-18 Executive Board

Chair	- TT Cheung (Hong Kong)
Senior Vice-Chair	- Kwadwo Osei-Asante (Ghana)
Administrative Vice-Chair	- Gianluca di Castri (Italy)
Administrative Vice-Chair	- Julie Owen (USA)
Technical Vice Chair	- Dr Angelo do Valle (Brazil)
Secretary-General	- Dr Peter Smith (Australia)
Advisory Board Chair	- Roger Batten (United Kingdom)
Immediate Past ICEC Chair	- Dr Alexia Nalewaik (USA)
ICEC Advisory Board Chair	- Roger Batten (United Kingdom)

## 2016-18 Regional Directors

Region 1 Director	- Paulo Dias (Brazil)
Region 2 Director	- Alec Ray (United Kingdom)
Region 3 Director	- Kofi Obeng Ayirebi (Ghana)
Region 4 Director	- Eugene Seah (Singapore)

## 2016-18 New ICEC Director Positions

Research Director	- Dr Alexia Nalewaik (USA)
Director – Middle East	- Madhu Pillai (Saudi Arabia)
Director – ICEC/IPMA Collaboration	- Andrej Kerin (Slovenia)

## ICEC Ambassadors

Alexia Nalewaik	- ICEC Chair 2014-16
Carsten Wredstrøm	- ICEC Chair 2012-2014
Murtala Oladapo	- ICEC Chair 2010-12
Peter Cox	- ICEC Chair 2008-10
Ginette Basak	- ICEC Chair 2006-08
Basie Verster	- ICEC Chair 2004-06
Dennis Lenard	- ICEC Chair 2000-02
Allen Hamilton	- ICEC Chair 1998-2000
Christopher Walker	- Inaugural ICEC Chair 1976-1980
Ong See Lian	- RICS Global President 2011-12, PAQS Chair 2003-05, RISM President 2003-04
Adesh Jain	- IPMA Chair 2007-08, ICPMA President 2008-09, PMA-India Hon National President

## 21.0 ICEC Budget and Subscription Fees for 2016-18

Peter Smith provided a written report on the proposed ICEC Budget and Subscription Fee Structure that is included in the Meeting Agenda Book (page 380).

Peter provided an overview of the report and noted that ICEC membership subscription fees have basically remained the same since April 2004. He added that whilst there is a need to increase fees for the 2016-18 term to counter the effects of inflation and to also provide greater scope for ICEC to enhance the level and quality of services to member association, this needs to be balanced against the capacity of member associations to pay increased fees particularly in the current challenging environment for professional associations.

Peter commented that the ICEC Executive Officers had discussed this issue prior to the Council Meeting. There was a consensus amongst the Executive that ICEC subscription fees and other fees should not change.

Therefore Peter Smith proposed that there be no change to the ICEC Subscription and Fee Structure for the 2016-18 term.

This was voted on and approved by meeting delegates.

Accordingly, the approved **ICEC Subscription and Fee Structure for 2016-18 (in A\$)** is as follows:

	A\$
<u>Annual Membership Fees (Full Members)</u>	
Fee per individual member	0.65
Fee per organisational member	16.00
Minimum annual fee	425.00
Maximum annual fee	10,700.00
<u>Annual Membership Fees (Associate Members)</u>	
Fee per individual member	2.00
Fee per organisational member	20.00
Minimum annual fee	100.00
<u>International World Congress &amp; Forum Fees</u>	
International World Congress - Fee per delegate	55.00
(Note – No maximum fee for International World Congress	
ICEC Endorsed Forums - Fee per paid delegate	20.00
ICEC Endorsed Forums - Maximum forum fee	5,700.00
<u>Annual Certification/CPD Program Fees</u>	
Fee per certified individual	2.85
Maximum certification fee	2,500.00

Peter Smith then presented the proposed 2016-18 Budget that is included in the Meeting Agenda Book (page 381). He commented that the ICEC Executive Officers had also discussed this budget prior to the Council Meeting.

Discussion was then held on the proposed budget. No changes were recommended so Peter Smith proposed that the 2016-18 Budget be approved without change.

This was voted on and approved by meeting delegates.

The approved **ICEC Budget for 2016-18 (in A\$)** is therefore as follows:

	<b>AU \$</b>
<b>Income</b>	
1 ICEC Account - Interest	4,500.00
2 ICEC Accreditation Fees (included in Subscription Fees)	0.00
3 ICEC Forums	0.00
4 ICEC International Congress Levy	10,000.00
5 Subscriptions & Prior Year Subscriptions	75,000.00
6 Miscellaneous	500.00
	<u>90,000.00</u>

**Expenditure**

1 Chair Expenses	10,000.00
2 Congress Expenses	1,000.00
3 Gifts & Awards	500.00
4 Secretariat Services & Office Expenses	43,000.00
5 Secretary-Treasurer Expenses	24,500.00
6 Region 2 Expenses	5,000.00
7 ICMS Expenses	1,000.00
8 Publications/Marketing Materials	500.00
9 Website Maintenance/Development	2,000.00
10 Miscellaneous	2,500.00
	<u>90,000.00</u>

**(Note: ICEC Member organizations must ratify the Subscription and Fee Structure within 90 days after the posting of these minutes on the ICEC website in order for them to take effect. Votes must be submitted, aye or nay, within that time. Lack of a response within 90 days shall be taken as acceptance of this proposal).**

22.0 ICEC 2016 Awards

The nominations for ICEC Awards and nominating letters (where required) are included in the Meeting Agenda Book (pages 382-404).

ICEC Chair, Alexia Nalewaik, closed the meeting to those attendees who had been nominated for the Distinguished International Fellow (DIF) Award. Discussions were then held on each DIF Award nominee and voting held.

The DIF award recognises individuals who have made significant contributions to ICEC and to the association or institute of which they are a member for a period of years. The award criteria is that they must:

1. Have held a significant volunteer position in both ICEC and a member association or institute;
2. Have had significant involvement over a period of several years in both ICEC and a member association or institute; and
3. Must have made a significant contribution to the development of the cost management profession



Five DIF nominations were received. After discussion on the nominations it was proposed that a vote be taken collectively on all five nominations.

The nominations were voted on and 4 nominations were approved by the meeting delegates.

One nomination was rejected but was approved by the meeting delegates for a Special Central/South America Award.

Accordingly, the newly approved ICEC Distinguished International Fellows (DIF) are:

1. Madhu Pillai (Saudi Arabia – nominated by AACE International)
2. Emanuele Banchi (Italy – nominated by AICE)
3. Peter Smith (Australia – nominated by AIQS)
4. Angelo Valle (Brazil – nominated by IBEC)

Following the approval of the awards the nominees in attendance returned to the meeting and were informed of the decision. The awards would be conferred at the Congress Gala Dinner following the Council Meeting.

The Chair, Alexia Nalewaik, then informed the meeting that the ICEC Executive had decided that the other reward recipients should be kept confidential and announced at the Congress Gala Dinner. This would add an element of anticipation for the award and would provide a nice surprise for the winners.

The following awards were subsequently made at the dinner:

ICEC Chair Award:	TT Cheung (Hong Kong) Peter Smith (Australia)
ICEC Region 1 Award:	State Deputy Luis Paulo (Brazil) State Deputy Paulo Ramos (Brazil)
ICEC Region 2 Awards:	Andrej Kerin (Slovenia) Alec Ray (United Kingdom)
ICEC Region 3 Award:	Prof JJP (Basie) Verster (South Africa) Prof Rob Pearl (South Africa)
ICEC Region 4 Award:	Julie Cruz (The Philippines) Keith Yim (Hong Kong)
Special Central/South American Awards:	Maria Teresa Zapata Maria Teresa Pino Alejandro Vargas Alfredo Serpell José Calix Diana Espinosa Bula MNST Eng. Amparo López Edson Bez da Silva (Edinho Bez)

A certificate and present were also presented to Alexia Nalewaik at the dinner for her work as ICEC Chair.

### 23.0 Any Other Business

There was no further business raised by meeting attendees.

### 24.0 Next Full Council Meeting

The venue for the next full ICEC Council Meeting was announced by Grant Warner and Peter Clack (AIQS) as Sydney, Australia in November 2018. The meeting will be held in conjunction with the joint 2018 11th ICEC World Congress & 22nd PAQS Congress from 15-20 November 2018. The specific dates of the Council Meeting will be provided in due course.

### 25.0 Closing Remarks - New ICEC Chair

Outgoing ICEC Chair, Alexia Nalewaik, turned the gravel over to the Incoming Chair, TT Cheung, who made closing remarks and thanked Alexia on behalf of ICEC for her work over the past two years.

### 26.0 Adjournment

Alexia Nalewaik then adjourned the meeting on Sunday 9 October at approximately 5.30 PM.

Respectfully submitted,

**Peter Smith**  
**ICEC Secretary General**

(Note: Electronic copies of these minutes, the Meeting Agenda Book and the Meeting Agenda Book addendum are available on the ICEC website)