

Business Plan

FIDIC Young Professionals Forum
FIDIC YPF Steering Committee
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CONTENTS

1.0	OUR VISION, MISSION AND VALUES.....	1
<i>1.1</i>	<i>Our Vision</i>	<i>1</i>
<i>1.2</i>	<i>Mission Statement.....</i>	<i>1</i>
<i>1.3</i>	<i>Core Values.....</i>	<i>1</i>
2.0	BACKGROUND AND INTRODUCTION TO THE PLAN	2
<i>2.1</i>	<i>Background</i>	<i>2</i>
<i>2.2.1.</i>	<i>Eligibility</i>	<i>2</i>
<i>2.2.2.</i>	<i>Recommended Age</i>	<i>2</i>
<i>2.2.3.</i>	<i>Membership in the YPF Steering Committee.....</i>	<i>2</i>
<i>2.3</i>	<i>Introduction to the Plan.....</i>	<i>2</i>
<i>2.4</i>	<i>Key Deliverables</i>	<i>3</i>
<i>2.5</i>	<i>Core Program.....</i>	<i>3</i>
<i>2.6</i>	<i>Key Issues to YPF.....</i>	<i>3</i>
<i>2.6.1.</i>	<i>Participation.....</i>	<i>4</i>
<i>2.6.2.</i>	<i>Recruitment and Retention.....</i>	<i>4</i>
<i>2.6.3.</i>	<i>Research of Key Issues.....</i>	<i>4</i>
3.0	OPERATION AND DEVELOPMENT.....	4
<i>3.1</i>	<i>Operations.....</i>	<i>4</i>
<i>3.2</i>	<i>FIDIC Annual Conferences.....</i>	<i>4</i>
<i>3.2.1.</i>	<i>Planning Committee</i>	<i>4</i>
<i>3.2.2.</i>	<i>YP Open Forum.....</i>	<i>4</i>
<i>3.2.3.</i>	<i>YP Social Networking Event</i>	<i>5</i>
<i>3.2.4.</i>	<i>Technical Tour / Social Dinner</i>	<i>5</i>
<i>3.2.5.</i>	<i>Conference Workshop</i>	<i>5</i>
<i>3.3</i>	<i>YPFSC Meetings.....</i>	<i>5</i>
<i>3.3.1.</i>	<i>Annual Conference Meeting.....</i>	<i>5</i>
<i>3.3.2.</i>	<i>Monthly Meetings.....</i>	<i>5</i>
4.0 P	ERFORMANCE MEASUREMENT.....	5
	ANNEX 1 – YPF STEERING COMMITTEE SHAPE & GROWTH.....	6

1.0 OUR VISION, MISSION AND VALUES

1.1 Our Vision

- A. Provide leadership and a unified voice for the Young Professionals within the FIDIC community through conference events, internet forums and interaction between FIDIC YP Member Associations.
- B. Provide worldwide networking opportunities for Young Professionals through a platform of online resources and annual FIDIC conference activities.

1.2 Mission Statement

The FIDIC Young Professionals Steering Committee (YPFSC) will provide the following services to the Young Professional community:

- A. Leadership and voice for the Young Professionals
 - a. Encourage long-term YP participation in FIDIC activities
 - b. Encourage FIDIC-member companies to sponsor the participation of YPs in FIDIC and FIDIC YP activities
 - c. Encourage and support growth of YP MA associations
 - d. Promote benefits of FIDIC participation to YPs and member companies.
 - e. Liaise with the FIDIC EC and promote YP initiatives.
- B. Networking
 - a. Coordinate and execute YP events at FIDIC conferences.
 - b. Act as a bridge to share information between YP MAs.
 - c. Create Opportunities for exchange programs for the YP Community
 - i. Contact YP MA leaders and promote their activities regularly.
 - ii. Work with YP MA groups to identify trends and events of interest, and share these items with the YP community.
- C. Online resource management
 - a. Maintain an updated YPF webpage of people, events and activities.
 - b. Publish regular e-newsletters of YP activities worldwide.
 - c. Manage and direct discussions in an online forum.
 - d. Manage a register of interested YPs and YPMTP alumni.

1.3 Core Values

The YPFSC will carry out its mission in the following manner on behalf of the Young Professional community.

- A. Listen.
 - We will listen to the needs and interests of the YP community.
- B. Understand.
 - We will understand the interests of YP members.

- We will review, understand and support FIDIC goals and objectives.
- We will encourage discussion within the YP community.

C. Act. Members of the YPFSC will:

- Clearly identify annual goals and communicate them to the YP community and FIDIC Executive Committee.
- Engage FIDIC Conference Planning committees to provide input to annual conferences.
- Regularly contact YP MA leaders to understand their challenges and identify solutions within the YP MA community.
- Communicate and share successes between YP MA groups in order to strengthen the community.
- Identify and recruit YP leaders to the YPFSC as leaders of FIDIC YPF activities.
- Act overall as the “voice” of the Young Professionals within FIDIC.

2.0 BACKGROUND AND INTRODUCTION TO THE PLAN

2.1 Background

The FIDIC Young Professionals Forum is a part of the International Federation of Consulting Engineers (Federation Internationale des Ingenieurs – Conseils). It was formed with the intention of providing Young Professionals with an opportunity to participate in FIDIC with their peers, and to develop the next generation of FIDIC leaders.

A leadership committee, the Young Professional Forum Steering Committee, was formed to develop communication and networking opportunities for all Young Professionals involved in the FIDIC community. It is run by a committee of Young Professionals.

2.2 Membership in the YPF

2.2.1 Eligibility Membership in the Young Professional Forum is open to any engineer, planner, or allied professional who wishes to join a global network of similar professionals within the FIDIC community.

2.2.2. Recommended Age Young Professional Forum membership is normally considered to be available to individuals from the time of graduation with a professional university degree up to the age of 35 or as deemed fit by respective MA’s. Exceptions may be made for YP members from countries that encourage

longer development and training within the junior ranks of their companies and professional communities.

2.2.3 Membership in the YPF Steering Committee

Members interested in directing the activities of the YPF may petition to join the YPF governing body, Annually FIDIC will approach MA’s to nominate their perspective candidates to represent the YP Community. The candidates will then be selected through an interview process by the YPF SC existing members to be a part of the YPFSC. The detailed process is identified in Annex 1.

2.3 Introduction to the Plan

The purpose of the plan is to list the vision and goals of the Committee, and to map out a strategy to focus actions. The plan will:

- Set a clear direction for the YPF Steering Committee in line with the needs of FIDIC, allowing younger members of the YPF to understand FIDIC and grow into leadership roles.
- Develop the YPFSC structure to permit progress each year.
- Establish clear procedures for new members and leadership succession.
- Ensure that objectives are specific, measurable, achievable and realistic.

2.4 Key Deliverables

The immediate key deliverables from the plan are:

- To work to ensure enhanced annual participation in FIDIC Conference events
- Support of FIDIC initiatives at the YP level.
- To increase awareness from Member Associations and Young Professional Member Associations on the role of YPs within FIDIC.
- To develop an enhanced communication strategy for the YP community.
- To raise the profile and awareness of the YPFSC in the FIDIC community.
- To raise the profile and awareness of FIDIC in our companies.

2.5 Core Program

The core program of the FIDIC Young Professionals Steering Committee consists of three initiatives:

- Organising professional activities for the FIDIC conferences.

The YPF will work closely with the FIDIC Executive Committee (EC) and conference Planning committee for each annual conference. All YPF activities will be inserted and scheduled on the official program each year.

- Encouraging communication within the Young Professional community, individuals and YP MAs., through the official FIDIC website, which hosts a YP Forum.

YPF Newsletter This newsletter is a **quarterly**, electronic bulletin that provides information to the YPF community on FIDIC initiatives, activities, and the activities of YP MA groups within FIDIC. Topics may include, but are not limited to, the following: upcoming official FIDIC YP activities; information from other YP MA groups; YPFSC Chairperson messages; YP initiatives in the world of interest to the FIDIC community; or anything that may encourage communication and interaction between members of the FIDIC YP community.

2.6 Key Issues to YPF

2.6.1 Participation

Participation and interest in FIDIC is critical to the successful existence of the YPF. Without Young Professionals who are interested in participating in FIDIC, the YPF will not exist. The Steering Committee will need to promote its activities and relevancy to the MAs and YP MAs, and encourage participation in FIDIC activities at three levels:

- The national YP Member Association
- The FIDIC YP Forum
- FIDIC annual conferences

- 2.6.2 Recruitment and Retention Networking within the FIDIC YP community will provide the Steering Committee with opportunities to meet and identify individuals who are interested in the YPF, its goals, and possible leadership of YPF activities. These individuals should be encouraged to join their YP MA, or possibly the YPF Steering Committee.

Retention of YP members is possible only if they can identify the value of continued active participation. Members of the YPFSC must be active in promoting the activities of the YPF; communications with YP MAs and individual YPs; and working with FIDIC to jointly promote the value of participation in FIDIC and the FIDIC YP communities.

FIDIC Member companies must also be targeted by the activities of the YPF. One of the greatest challenges to retention in the YP community is the lack of perceived value for supporting YP participation in FIDIC. Marketing and communication of YPF activities at the FIDIC conference, during registration drives for activities such as the YPMTP and annual conference, and through core program activities will improve the willingness of companies to sponsor and encourage YP participation in FIDIC.

2.6.3 Research of Key Issues

One activity that may be pursued by the YPF is research on key issues of interest to a YP MA or the YPF community. These activities may be suggested by the Steering Committee, and are usually best suited to be completed by a YP MA.

Key issues can be coordinated with the FIDIC Conference Planning committee in order to support the overall objectives of the annual conference. Research may include questionnaires, workshops hosted by a YP MA, or another method that allows the YPF community to gather data about an important issue.

3.0 OPERATION AND DEVELOPMENT

3.1 Operations

The YPF Steering Committee is the primary operational organization within the YPF. The YPFSC will work to gain the active support of YP MA organizations in order to fulfill the objectives of the YPFSC and YPF.

3.2 FIDIC Annual Conferences

The following activities are considered an important part of YPF participation in annual conferences. This list may be modified, as necessary, to support future YPFSC objectives.

- Planning Committee
- YP Open Forum
- YP Social Networking Event
- YP Technical Tour / Social Dinner
- YPFSC Steering Committee Meeting
- Conference Workshop

- 3.2.1 Planning Committee: The YPFSC will appoint one member to participate in the host MA Planning Committee for each annual Conference. This will allow the YPF to be aware of conference activities and properly plan and schedule its events.

- 3.2.2 YP Open Forum: This event is designed to allow for a general discussion of YP activities within the FIDIC community. Presentations from YP MA organizations are encouraged. The timing of this event within the conference is variable. Senior members within the FIDIC community may be invited to participate in order to allow YPs to have direct interaction with FIDIC leadership.

- 3.2.3 YP Social Networking Event: This event is designed to offer YP conference attendees the opportunity to network with other YP attendees, and to meet members of the YPFSC. It allows YP attendees who may be unattached to formal YP MA groups an opportunity to join in the discussions and idea sharing of more established groups.

This event should be held as early in the conference as possible.

- 3.2.4 Technical Tour / Social Dinner This event should be scheduled with the assistance of a YPFSC member who is knowledgeable of the host city. The tour is an opportunity for YP conference attendees to visit an engineering project, construction site, or other technical landmark of interest. The tour size may be limited due to site and logistical constraints.

This tour is then combined with a dinner event for YP attendees and their guests. Both events are normally scheduled for an evening that does not conflict with Local Colour nights or the Gala Dinner.

- 3.2.5 Conference Workshop: The YPFSC may elect to take responsibility for coordinating and executing a conference workshop. The Chairperson and Planning Committee representative must take an active role in working with FIDIC and the Conference Planning Committee. This normally involves identifying and inviting speakers; coordination of the workshop or seminar schedule; and possible creation of presentation materials to support the workshop objective.

The YPFSC may also be asked to identify YP speakers interested in participating in other workshops.

3.3 YPFSC Meetings

3.3.1 Annual Conference Meeting

This is the only face-to-face meeting of the entire committee. It should be scheduled at a time during the conference that is convenient for attending current and new committee members. If possible, high speed teleconferencing should be available to allow members who are not present at the conference to participate.

3.3.2 Monthly Meetings

The YPFSC Chairperson should schedule and arrange for all members to participate in monthly meetings. An appropriate vehicle that allows all members to participate is required. Internet teleconferencing or IM systems provide the best means for these meetings. Skype is recommended; other appropriate systems may be explored and considered. An agenda shall be prepared for each meeting, and minutes are to be distributed to members within one week of the meeting. Action items should be clearly identified.

4.0 PERFORMANCE MEASUREMENT

The YPFSC members will measure their ability to complete objectives on an annual basis. This responsibility will be led by the outgoing Chairperson and incoming Chairperson nominee. Feedback from the FIDIC Secretariat and President will be solicited to identify opportunities to improve coordination and support of FIDIC objectives within the YPF.

YPF STEERING COMMITTEE SHAPE AND GROWTH

A.1 Roles and Responsibilities

A.1.1 The YPF Steering Committee The committee will be led by a team of Young Professionals, who are a fair representation of young professionals across the globe and who have the optimum balance of skills and experience to drive the committee forward.

The committee will develop initiatives and programs to reach out to YPs. It will be responsible for the ideas and solutions behind FIDIC YP initiatives. The YPFSC will regularly meet to review progress, identify new objectives, and develop and execute programs to improve communications and participation from YPs.

A. 1.2 YPFSC Leadership

The YPFSC will be led by a Chairperson who will oversee the activities of the committee. This Chairperson will act as the coordinator between FIDIC and the committee to ensure that FIDIC's position is considered and represented when programs, objectives, and activities are developed. The Chair will organize and lead all meetings of the YPFSC or delegate this authority as needed.

The Chairperson shall be supported by a Vice Chairperson, who will lead committee activities and meetings in the absence of the Chairperson. Additional Subcommittee Chairpersons may be nominated and named as required to support Steering Committee objectives and goals.

A.2 Membership

New committee members will be solicited on a yearly basis. They will be solicited from the FIDIC Member Associations, as well as through the YP community at-large.

A.2.1. Term of Membership

Each member of the YPF Steering Committee may serve the committee for three, one-year periods. Each member shall inform the Chairperson of his or her desire to continue serving the committee.

A.2.2 Nomination to the Committee

The YPFSC Chairperson shall announce the Call for Nominations each year through the YPF Homepage, Newsletters, and through the FIDIC Secretariat.

Prospective members of the committee may submit an application to the Steering Committee in July of the year they wish to join. A short, standardized nomination form available through the FIDIC website shall be submitted by each applicant. An applicant can be self-nominated, or nominated by his YP Member Association or Member Association. Applications should be presented to the Steering Committee at least four weeks prior to the annual FIDIC Conference.

The host MA or YP MA for each FIDIC conference will be requested to provide a YP member to participate on the YPFSC. This local support and knowledge is important to the logistics and success of YPF conference events.

Each candidate will be contacted by at least one member of the Steering Committee. This contact shall be by telephone or face to face meeting. The purpose of this interview will be to confirm the candidate's interest in joining the committee; to gain an understanding of his or her commitment to participate in YPF activities; and to allow the candidate to ask questions concerning the YPFSC. It is highly recommended that candidates to the YPFSC are present at the annual FIDIC conference during the year that they wish to join.

Recommendations for each applicant shall be shared with the members of the committee. No later than two weeks before the annual FIDIC Conference, the Chairperson of the Steering Committee shall notify each candidate of his acceptance or non-acceptance to join the Steering Committee

A.3 Succession of Leadership

A.3.1 Nominations for YPFSC Leadership Positions Members may nominate themselves for the position of Vice Chairperson. Members will need to have served on the committee for a minimum of one full year before taking up the position. This position carries a term of one year.

The Vice Chairperson is automatically nominated to ascend to the position of Chairperson at the FIDIC conference following one full year of service as Vice Chair.

The YPF Steering Committee Chairperson serves for a term of one year.

A.3.2 Election of Leadership

Nominations for Vice Chairperson will occur approximately 4-5 months after the annual FIDIC conference. The selected nominee will begin serving as Vice Chair at the next annual FIDIC conference.

Election of the Vice Chairperson, if more than one nominee is made, will occur in the following manner:

- a. The Chairperson will informally interview all candidates to confirm their interest and ability to dedicate time to the positions of Vice Chair, and Chairperson.
- b. All candidates who confirm their ability to serve the Steering Committee for two years will be elected by a simple majority vote of current committee members. This information will be provided to the Chair and Vice Chair in an appropriate manner. The Chair will only vote in the event of a tie. The Vice Chair will provide his or her vote to the Chair.
- c. Once nominated, the Chairperson will seek official FIDIC Secretariat and EC approval of the nominee for Vice Chairperson, and ultimately, Chairperson.

A.4 FIDIC Secretariat Support

The FIDIC Secretariat will provide a link between the YPFSC and FIDIC Member Associations, and it will assist in the delivery of the committee services to these associations.

FIDIC Secretariat Staff will provide administrative support to the committee and will assist in the delivery of results. This includes management of the FIDIC website as well as support related to the platform on the FIDIC webpage. YPFSC will be expected to take leadership of issues requiring FIDIC Secretariat support.

The FIDIC Executive Committee, chaired by the FIDIC president, can also provide support to the YPFSC. Again, the YPFSC will be expected to bring issues to the attention of the EC, along with a proposed resolution or recommendation for support.

A.5 Committee Shape

The committee will seek to develop geographical representation by inviting YP from member associations. This will be done in an annual request to Member Associations for new members. The FIDIC YP community will also be solicited for self-nominations. The YPFSC will strive to limit membership to no more than one representative (and an alternative member, if requested), per country.

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A.6 YPF Growth

Membership is open to any young professional working within the built and natural environment that works or lives in a FIDIC-member country. Membership is free, and upon mark of interest, new members will be entered into the FIDIC YPFSC mailing list.

YPFSC members are expected to promote their involvement in the YPFSC to their fellow YP MA memberships, and to encourage participation of other young professionals in the YPF community.