The Institution of Engineering and Technology

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Council

ANNUAL REPORT FROM THE COUNCIL AGENDA TEAM FOR 2019-20

(Note by the Council Agenda Team. If you have any questions on this paper before the meeting please contact Mr Andrew F Wilson on +44 (0)20 7344 5415 or by email afwilson@theiet.org)

1. Issue

To provide a report to Council summarising the work of the Council Agenda Team (CAT) for the Session between October 2019 and September 2020.

2. Timing

Council meeting, 1 October 2020.

3. For Note

Council is invited to note the report below.

4. Scope

The Team was created with the sole purpose of preparing Agenda for the forthcoming meetings, using either face-to-face or virtual meetings.

5. Modus Operandi

5.1. When Council had face-to-face meetings CAT meetings took advantage of this, with the CAT team coming together afterwards. During COVID-19 lockdown it worked mainly via emails and Zoom. Meeting dates were planned to align with Council meetings in order to develop Council agenda.

5.2. CAT members followed the debates and postings in the Microsoft 365 Yammer Council area as well as the activities carried out by Council.

5.3. CAT members devised the approach to be taken for Council's virtual World Cafés during Council meetings, and agreed the questions to be used in them. The topics discussed were:

- October 2019: President's Themes
- March 2020: 2019 Member Survey
- June 2020: COVID-19 Recovery

5.4. In addition, CAT members determined the questions to be answered in the IET@150 celebrations online discussion which resulted in recommendations to Professor Danielle George as the incoming 2020-21 President.

5.5. Members of CAT were mindful of the skills and experience of Council Members when it came to seeking facilitators for the World Cafés, as well as their previous levels of Council engagement and their potential interest in the topics discussed.

5.6. Members of Staff were helpful in reminding CAT of topics which should be addressed annually as well as those which needed inclusion in the current Session.

6. Diary of Activities

6.1. The CAT for the Session 2019-20 was composed of the Council Chair (Dr Peter Ward), the Council Deputy Chair (Ms Faye Banks) and two elected members of Council (Dr Rafael Cepeda Lopez and Dr Paul Needham) according to paragraph 21 of the Council Regulations. The membership of CAT meant that all Main Boards were represented.

6.2. Unfortunately, business challenges resulting from COVID-19 meant that Ms Banks was unable to contribute to CAT meetings after the commencement of lockdown.

6.3. The Council Agenda Team met either in person or virtually as follows:

- 3 September 2019 (joint current and incoming CAT), Skype, preparing for October Council meeting
- 3 October 2019, face-to-face following Council meeting, debriefing and preparing for January Council meeting
- 22 November 2019, phone, further preparations for January Council meeting and commencing preparations for March Council meeting
- 3 April 2020, Zoom, debriefing and preparing for June Council meeting
- 20 May 2020, Zoom, preparing for June Council meeting.

6.4. The meetings were approximately 1 hour long. They were supported by members of staff Andrew F Wilson and Eloisa de la Maza.

6.5. In addition to these meetings, considerable work was performed through email.

7. Outputs

7.1. By focusing on topics which were both timely and relevant, Council continued to gain respect, not least from the Board of Trustees. At times, being timely meant using Yammer discussions to sign off Council reports rather than wait until the next Council meeting. This approach was acceptable to Council members and is recommended for future work.

7.2. The use of Zoom for Council meetings was successful. Specifically for World Café discussion, the following approach was used:

7.2.1. Prior to the Council meeting, create 3 questions in Yammer and open them to pre-meeting input.

7.2.2. Create 3 breakout groups within Zoom during the Council meeting, each with a facilitator. Each group to focus on the 3 questions in turn, rotating around them.

7.2.3. Encourage Council members to write directly into Yammer during the World Café as discussion progresses.

7.2.4. For those without Yammer access, the facilitator to share Yammer through their Zoom application to allow all to see what is being written and to submit their own input through the facilitator.

7.2.5. Following the Council meeting, leave the discussion open for a few days to permit any further thoughts to be captured.

7.2.6. After closing the discussion, write up the World Café discussions using the inputs captured in Yammer. Ensure recommendations and proposals are visible since many inputs are commentary on the questions rather than answers to them.

7.2.7. Where appropriate, seek Council member approval for the report through Yammer in order to deliver timely results.

7.3. Appendix A provides a list of the Council Agenda generated by the CAT team. These can be found in the Council Sharepoint area under “Council Papers > 2019-20 session”.

8. Risk

There were no risks identified.

9. Resources

9.1. The level of staff support for the Council Agenda Team has been just right.

9.2. The Team – and Council at large – is very grateful for the support of the direct staff as well as other members of staff who have contributed as needed to set up the agenda and logistics of Council meetings.

Appendix A

Council Agenda for the 2019-20 Session Prepared by the Council Agenda Team

- CO(19)A5-agenda (3 Ocober 2019)
- agenda-for-8-january-2020 (8 January 2020)
- CO(20)A1-agenda (19 March 2020)
- CO(20)A2-agenda (4 June 2020)