



International Federation of Consulting Engineers
The Global Voice of Consulting Engineers



ASPAC YOUNG PROFESSIONALS FORUM

BUSINESS PLAN

SEPTEMBER 2016

ABBREVIATIONS

- FIDIC:** International Federation of Consulting Engineers (Federation Internationale des Ingenieurs – Conseils)
- ASPAC:** International Federation of Consulting Engineers Group of Asia and Pacific Member Associations
- EC:** Executive Committee
- MA:** Member Association
- MF:** Member Firms
- SC:** Steering Committee
- YP:** Young Professional
- YPF:** Young Professionals Forum
- YPFSC:** Young Professionals Forum Steering Committee

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ASPAC YOUNG PROFESSIONALS FORUM BUSINESS PLAN

September 1, 2016

1. INTRODUCTION TO THE ASPAC

The International Federation of Consulting Engineers / Federation Internationale des Ingenieurs – Conseils or FIDIC is charged with promoting and implementing the Consulting Engineering industry.

The Asia and Pacific regional grouping of national associations of consulting engineers is known as the “International Federation of Consulting Engineers Group of Asia and Pacific Member Associations” (ASPAC).

The ASPAC Young Professionals Forum (YPF) is formed with the intention of providing Young Professionals (YPs) with an opportunity to participate in FIDIC with their peers, and to develop the next generation of FIDIC leaders, with emphasis on YPs of Member Associates (MAs) under ASPAC.

As a leadership committee, the Young Professional Forum Steering Committee (YPFSC) was formed to develop communication and networking opportunities for all YPs involved in the FIDIC community. It is run by a committee of Young Professional volunteers.

2. YPF PLAN (this document)

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 YPFSC in line with the needs of FIDIC and ASPAC, 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.

3. VISION, MISSION AND VALUES

3.1. Vision

Provide a unified voice for Young Professionals throughout the ASPAC community through a variety of forums, events and communication mechanisms.

3.2. Mission

Promote active participation in YPF to all ASPAC Member Associate Countries, and ensure that their voice influences the behaviour of FIDIC and of society.

3.3. Values

The ASPAC YPFSC will carry out its objective in the following manner on behalf of the YP community.

i. Listen

- We will seek the views of the wider YP community and listen to their needs and interests.

ii. Understand

- We will seek to understand the interests of YP members.
- We will review, understand and support ASPAC goals and objectives.
- We will encourage discussion within the YP community.

iii. Integrity

- We will work in an impartial manner to ensure equal opportunity and transparency in all our decisions and activities.

4. GOAL AND OBJECTIVES

4.1. Goal

Goals of YPFSC are as follows:

- i. Leadership of YPFSC is developed and initiatively contribute to ASPAC Community.
- ii. YPs participation in FIDIC ASPAC activities is improved.
- iii. Growth of YPF in MAs is encouraged.

4.2. Objectives

Below is the main objectives:

- i. To prepare an annual action plan and its assessment report
- ii. To increase number of participants in ASPAC YPF activities
- iii. To increase number of long-term participation of YPs in ASPAC activities
- iv. To increase diversity of YP participation in terms country/region within ASPAC
- v. To increase communications between YPFSC and YPF in MAs

5. CORE STRATEGIES

The core strategies of the ASPAC YPFSC consists of three initiatives:

i. Organization

- Organising professional activities for the ASPAC annual conference. The YPF will work closely with the ASPAC Executive Committee (EC) and Conference Committee for the annual conference. All YPF activities will be inserted and scheduled on the official program each year.

ii. Communication

- Encouraging communication within the YP community, individuals, and YP MAs through the official FIDIC website, social medias, etc.

iii. Providing information of interest

- Providing and sharing information to the YPF Community in form of newsletter, social media and cloud database. Information may be focused on ASPAC initiatives, activities, and the activities of YP MA groups within ASPAC that may include, but are not limited to the following: upcoming official ASPAC YP activities; information from YP MA groups; YPFSC Chairperson messages; YP initiatives in the world of interest to the ASPAC community; and information that encourages communication and interaction between members of the ASPAC YP community.

6. ACTIVITIES

The ASPAC YPFSC will clearly identify annual goals in liaison with the ASPAC EC for providing the following services to YP community:

Organization:

- a. Engage ASPAC Conference Committee to plan, coordinate and execute YP Open Forum and YP events for ASPAC annual conference.
- b. Develop YPs database and register interested YPs.
- c. Create Opportunities for exchange programs for the YP Community.

Communication:

- d. Provide and maintain a platform to exchange knowledge among peers and industry (such as website, social media, etc.) for development and facilitation of communication, networking and international exposure.
- e. Encourage MAs and Member Firms (MFs) to become more aware and supportive of YP activities with a special focus on the participation of YPs in ASPAC YP Open Forum.
- f. Regularly contact YP MA leaders to understand their challenges, trends and events of interest and share these items with the YP community.
- g. Communicate with FIDIC YPF, and operate in-line and to complement them.

Providing Information of Interest:

- h. Establish means of communication and information sharing for the YPF in the form of newsletter, social media and cloud database.
- i. Introduce FIDIC goals, visions and role to YPs, and encourage them to become more active and understand their responsibility for the future of the industry.
- j. Promote benefits of ASPAC FIDIC participation to YPs and MAs; including the capacity-building programs organized by ASPAC Capacity Building Committee.
- k. Sharing best practices be showcased to other YPs and MA.
- l. Prepare YPF reference documents in association with FIDIC YPF.

7. KEY ISSUES TO YPF

- i. Participation and interest in ASPAC is critical to the successful existence of the YPF. Without Young Professionals who are interested in participating in ASPAC, 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 four levels:
 - The national YP Member Association
 - The ASPAC YP Forum
 - ASPAC annual conference
 - FIDIC annual conferences
- ii. Networking within the ASPAC 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 SC.
- iii. 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. Members must work with ASPAC to jointly promote the value of participation in FIDIC and the FIDIC YP communities.
- iv. ASPAC MAs must also be made aware of 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 ASPAC. Marketing and communication of YPF activities at the FIDIC/ASPAC conference and through core program activities will improve the willingness of companies to sponsor and encourage YP participation in FIDIC.
- v. 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 ASPAC Conference 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 together data about an important issue.

8. MEMBERSHIP

8.1. Membership in the YPF

Membership eligibility for the Young Professional Forum is open to any engineer, planner, or allied professional whose member firm is part of ASPAC and wishes to join a global network of similar professionals within the ASPAC community.

Recommended age for Young Professional Forum membership is normally considered to be from the age at the time of graduation with a professional university degree up to the age of 40.

8.2. Membership in the YPF Steering Committee

Members interested in directing the activities of the YPF may apply to join the YPF Steering Committee. Annually, the ASPAC YPFSC will announce a call for nominations for new YPFSC members. This may include approaching MAs to nominate their prospective candidates to represent the YP Community. The candidates will then undergo an interview process by existing YPFSC members to select new members of the YPFSC. The detailed process is identified in Annex1.

9. OPERATION AND DEVELOPMENT

9.1. YPFSC Meetings

i. Monthly Meetings

The YPFSC Chairperson shall 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 Instant Messaging 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.

ii. Annual Conference Meeting

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

9.2. ASPAC Annual Conference

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

i. ASPAC 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.

- Conference Committee
- YP Meet and Greet
- YP Open Forum
- YP Social Networking Event
- YP Technical Tour/ Social Dinner
- Conference Workshop
- Meeting with ASPAC Executive Committee

ii. Conference 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.

iii. YP Meet and Greet:

The YPFSC will welcome the YPs to annual Conference at an informal setting before the Conference opens. This will allow the YPs to meet the YPFSC and familiarize themselves with the YP events to be held at the Conference.

iv. YP Open Forum:

This event is a main plenary in the ASPAC annual conference which is designed to allow for a general discussion of YP activities within the FIDIC community. Presentations from YP MA organizations are encouraged. Senior members within the FIDIC/ASPAC community may be invited to participate in order to allow YPs to have direct interaction with FIDIC/ASPAC leadership.

v. 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.

vi. 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.

vii. Conference Workshop:

The YPFSC may elect to take responsibility for coordinating and executing a conference workshop. The Chairperson and Conference Committee representative must take an active role in working with ASPAC and the ASPAC Conference 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.

viii. Meeting with ASPAC EC:

This event affords YPs the opportunity to engage with the ASPAC EC in an informal manner where they are free to ask the EC any questions or discuss pertinent ASPAC issues. This event is usually held one morning of the Conference before the formal proceedings start.

10. 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 ASPAC Secretariat and President will be solicited to identify opportunities to improve coordination and support of ASPAC objectives within the YPF.

11. BUDGET

To assist the YPF in meeting its objectives and those of ASPAC, an annual budget of CHF 3,000 is proposed, to cover primarily the representational duties outlined above, subject to allocated amount from FIDIC Executive Committee. Special attention will be given to the ASPAC annual conference and Marketing & Communication of YPF activities to FIDIC Member companies. Any spending of this budget is subject to the approval of the ASPAC EC.

ANNEX 1: YPF STEERING COMMITTEE SHAPE AND GROWTH

Section 1.01 Roles and Responsibilities

The YPF Steering Committee will be led by a team of Young Professionals, who are a fair representation of young professionals across the Asia & Pacific Region 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 ASPAC 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.

The YPFSC will be led by a Chairperson who will oversee the activities of the committee. This Chairperson will act as the coordinator between ASPAC and the committee to ensure that ASPAC's position is considered and represented when programs, objectives, and activities are developed. The Chair shall also be the liaison with the FIDIC YPFSC to ensure collaboration between the two steering committees.

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.

Section 1.02 Membership

New committee members will be solicited on a yearly basis. They will be solicited from the ASPAC MAs as well as through the YP community at-large.

(a) Term of Membership

Each member of the YPF Steering Committee may serve the committee for five, one-year periods, except if they are chosen as Vice-Chair, in which case the period may be extended until the person has completed their term as Chairperson. Each member shall inform the Chairperson of his or her desire to continue serving the committee.

(b) Nomination to the Committee

The YPFSC Chairperson shall announce the Call for Nominations each year through the YPF social media, Newsletters, and through the ASPAC Chair.

Prospective members of the committee may submit an application directly to the Steering Committee.

A standardized nomination form distributed from ASPAC Chair 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 ASPAC Conference.

The host MA or YP MA for each ASPAC 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.

Recommendations for each applicant shall be shared with the members of the committee. The Chairperson of the Steering Committee shall notify each candidate of his acceptance or non-acceptance to join the Steering Committee

Section 1.03 Succession of Leadership

(a) YPFSC Leadership Position

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 two years.

The Vice Chairperson is automatically nominated to ascend to the position of Chairperson at the ASPAC/FIDIC conference following two full years of service as Vice Chair.

The YPF Steering Committee Chairperson serves for a term of two years.

(b) Election of Leadership

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

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

- The Chairperson will informally interview all candidates to confirm their interest and ability to dedicate time to the positions of Vice Chair, and Chairperson.
- All candidates who confirm their ability to serve the Steering Committee for four 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.
- Once nominated, the Chairperson will seek official ASPAC Secretariat and EC approval of the nominee for Vice Chairperson, and ultimately, Chairperson.

Section 1.04 ASPAC EC Support

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

The ASPAC Executive Committee (EC), chaired by the ASPAC Chairman, can also provide support to the YPFSC. The YPFSC will be expected to bring issues to the attention of the EC, along with a

proposed resolution or recommendation for support. A dedicated ASPAC EC member is nominated to act as primary liaison between the YPFSC and the ASPAC EC.

Section 1.05 *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 ASPAC YP community will also be solicited for self-nominations. The YPFSC will strive to limit membership to no more than two (2) representatives (and an alternative member, if requested). The YPFSC may consider more representatives from Larger MAs.

Section 1.06 *YPF Growth*

Membership is open to any young professional working within the built and natural environment that works for ASPAC MAs' Member Firm. Membership is free, and upon mark of interest, new members will be entered into the ASPAC 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.