



International Federation of Consulting Engineers  
The Global Voice of Consulting Engineers

# **FIDIC YOUNG PROFESSIONALS FORUM (YPF)**

## **BUSINESS PLAN**

**YPF Steering Committee (YPFSC)**

**October 2017**

Revision 4

## ABBREVIATIONS

<b>ASPAC:</b>	Asia-Pacific Region
<b>EC:</b>	Executive Committee
<b>EFCA:</b>	European Federation of Engineering Consultancy Associations
<b>FIDC:</b>	International Federation of Consulting Engineers (Federation Internationale des Ingenieurs – Conseils)
<b>FEPAC:</b>	Panamerican Federation of Consultants / Fedaración Panamericana de Consultores
<b>GAMA:</b>	Group of African Member Associations
<b>MA:</b>	Member Association
<b>MF:</b>	Member Firms
<b>SC:</b>	Steering Committee
<b>VC:</b>	Vice Chair
<b>YPs:</b>	Young Professionals
<b>YPF:</b>	Young Professionals Forum
<b>YPMTP:</b>	Young Professionals Management Training Programme
<b>YPFSC:</b>	Young Professionals Forum Steering Committee

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## 1. FIDIC STRATEGY

Strategy: To promote and encourage the development of Young Professionals (YPs) in the Consulting Engineering Industry.

FIDIC recognizes the importance of a strong young professional community, as they represent the future of the industry. FIDIC will continue to provide a platform for the development of young professionals (YPs), and remain open to new ideas, suggestions and contributions from them.

## 2. BACKGROUND ABOUT YPF

The Young Professionals Forum (YPF) is the group of Young Professionals (YPs) of the International Federation of Consulting Engineers (FIDIC). It was formed in 2004 with the intention of providing YPs with the opportunity to participate actively in FIDIC with their peers and to develop the next generation of consulting engineering industry leaders.

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

## 3. YPF PLAN (this document)

The purpose of this plan is to provide details for the vision, mission, goal, objectives, values, activities, etc... of the YPF Community, in addition to document all basic information that is needed to map out a strategy to focus actions. This plan will:

- Set a clear direction for the YPFSC in line with the needs of FIDIC,
- Establish a connection between FIDIC and the YPFSC,
- Allow 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 selection of new members and leadership succession; and
- Ensure that objectives are specific, measurable, achievable and realistic.

## 4. ROAD MAP

### 4.1 Vision

To promote and empower YPs within the FIDIC Community to participate effectively in shaping the future of the Consulting Engineering Industry.

### 4.2 Mission

To provide YPs with a real space and platform to influence the strategies, policies and initiatives of FIDIC and society, by promoting the active participation in YPF to all Member Associations (MAs) of FIDIC, through a variety of initiatives and activities such as forums, events, webinars and communication channels.

### 4.3 Goal

Reinforce YPs' participation as the future leaders of the FIDIC community and Consulting

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Engineering Industry.

#### 4.4 Objectives

Below is the main objectives:

- 1) Introduce FIDIC goals, vision and role to YPs;
- 2) Encourage YPs to become more active and understand their responsibility for the future of the industry;
- 3) Encourage the long-term participation of YPs in FIDIC activities;
- 4) Encourage FIDIC Member Associations (MAs) and Member Firms (MFs) to become more aware and supportive of YP activities in general, with a special focus on related FIDIC activities;
- 5) Encourage FIDIC MAs and MFs to sponsor the participation of YPs in FIDIC and FIDIC YP activities;
- 6) Encourage and support the growth of the YPF in MAs & MFs;
- 7) Promote the best practices to be showcased to other YPs, MAs, and MFs,
- 8) Promote the benefits of FIDIC participation to YPs and MFs;
- 9) Liaise with the FIDIC Executive Committee (EC) to promote and support YP initiatives;
- 10) Encourage the establishment and participation of regional YPF groups;
- 11) Support and Empower YPs all over the world;
- 12) Promote and acknowledge the efforts of YPs worldwide;
- 13) Provide a platform to exchange knowledge among peers and industry leaders; and
- 14) Develop and facilitate communication, networking and international exposure.

#### 5. VALUES

The FIDIC YPFSC will carry out its vision, mission, goal and objectives in the following manner on behalf of the YPs community.

- a. Listen.
  - We will seek the views of the wider YP community and listen to their needs and interests.
- b. Understand.
  - We will seek to 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. Integrity
  - We will work in an impartial manner to ensure equal opportunity and transparency in all our decisions and activities.

#### 6. ACTIVITIES

The FIDIC YPFSC will provide the following services to the YPs community:

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- a. Plan, coordinate and execute YPs events at FIDIC conferences;
  - b. Act as a bridge to share information between FIDIC top management and YP MAs;
  - c. Create opportunities for exchange programs for the YP Community:
    - Contact YP MA leaders and promote their activities regularly; and
    - Work with YPs MA groups to identify trends and events of interest, and share these items with the YP community.
  - d. Maintain an updated YPF webpage and related social media pages of people, events and activities, etc..;
  - e. Publish a quarterly e-newsletters of YP activities worldwide, for the purposes of enhancing the image of Consulting Engineering in general and highlight YPs activities and topics of interest;
  - f. Initiate, manage and direct discussions in YPs social media pages to ensure understanding YPs needs and aspirations worldwide;
  - g. Manage a register of interested YPs and YPMTP alumni;
  - h. Support YPMTP,
  - i. Conduct surveys that benefit FIDIC community and reflect YPs point of view.
  - j. Work on YPs booklet,
  - k. Contribution in FIDIC Committees and taskforces,
  - l. Outline the possibility of YPFSC contributions to the FIDIC Budget and
  - m. Help FIDIC to launch YP Awards each year.

## 7. MEMBERSHIP

### 7.1 Membership in the YPF

- 7.1.1 Membership eligibility for the YPF is open to any engineer, planner, environmentalist, or allied professional, whose member firm (MF) is part of FIDIC and wishes to join a global network of similar professionals within the FIDIC community.
- 7.1.2 Recommended Age for YPF membership is normally considered to be available to individuals from the time of graduation with a professional university degree up to the age of 40 years.

The YPFSC chair has the right to waive the above in “certain and justifies case”.

### 7.2 Membership in the YPFSC

- Members interested in directing the activities of the YPF may apply to join the YPFSC. Annually, the FIDIC YPFSC will announce a call for nominations for new YPFSC members. This may include approaching MA’s to nominate their perspective 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 or subcommittees. The detailed process is identified in **Annex A**.
- Regional YPF chairpersons are considered eligible to join YPFSC automatically (e.g. GAMA, FEPAC & ASPAC chairpersons), in case there is no chairperson, YPFSC will contact the regional YPF (e.g. EFCA) and ask to nominate a representative who will be considered a

YPFSC member.

- In this case the work of the nominated persons from regional groups will be focused on the coordination and integration between both forums, in addition to other activities.
- The maximum number of members per country in the YPFSC is two.
- Existing YPFSC members will be subject to annual evaluation by YPFSC chair and vice chair.
- The maximum number of YPFSC and subcommittees members are subject to YPFSC chair strategy.

## 8. YPF PILLARS

### 8.1 Core Program

The core program of the FIDIC YPFSC focuses on three main areas:

- a. **Organisation:** Organising professional activities for the FIDIC conferences. The YPF will work closely with the FIDIC EC, conference Planning committee, committees, YPMTP mentors for each annual conference. All YPF activities will be inserted and scheduled on the official program each year;
- b. **Communication:** Encouraging communication within the YPs community, individuals, and YP MAs through the official FIDIC website and social media pages; and
- c. **Providing Information of Interest:** YPF e-Newsletter is a quarterly, electronic bulletin that provides information to the YPF community on FIDIC initiatives, activities, and the activities of YPF MA groups within FIDIC, in addition to Webinars. Topics may include, but are not limited to the following: upcoming official FIDIC YP activities; information from YP MA groups; YPFSC Chairperson messages; YP initiatives in the world of interest to the FIDIC community; and information that encourages communication and interaction between members of the FIDIC YP community through social media pages

### 8.2 Key Issues to YPF

- 8.2.1 Participation and interest in FIDIC is critical to the successful existence of the YPF. Without YPs who are interested in participating in FIDIC, the YPF will not exist. The YPFSC 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 MAs;
  - The FIDIC YPF;
  - FIDIC regional conferences, and
  - FIDIC annual conference.
- 8.2.2 **YPs presence** in FIDIC conferences, we will provide YPs with real space within FIDIC annual conference to share their point of views and thoughts with all stakeholders and conference attendees through YPs open forum, symposium and Sessions.
- 8.2.3 **Networking** within the FIDIC YP community will provide the SC 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 YPFSC.
- 8.2.4 **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 FIDIC to jointly promote the value of participation in FIDIC and the FIDIC YP communities.

- 8.2.5 FIDIC Member companies 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 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.
- 8.2.6 One activity that may be pursued by the YPF is **research on key issues** of interest to a YP MA or the FIDIC/ YPF community. These activities may be suggested by the SC 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.
- 8.2.7 Another activity that may be pursued by the YPF is the membership of one YPFSC member in the **Committees of FIDIC**. This would allow, in accordance to our goals and strategy YPF members to learn from senior FIDIC consultants and keep a communication channel open.

## 9. OPERATION AND DEVELOPMENT

### 9.1 Operations

The YPFSC is the primary operational organization within the YPF. The YPFSC will work to gain the active support of FIDIC EC and MAs in order to fulfill the objectives of the YPFSC and YPF.

### 9.2 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.

- 9.2.1 **Planning Committee:** The YPFSC will appoint one member/subcommittee 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.
- 9.2.2 **YP Meet and Greet:** The YPFSC will welcome the YPs to annual Conference at an informal setting. This will allow the YPs to meet the YPFSC and familiarize themselves with the YP events to be held at the Conference.
- 9.2.3 **YP Open Forum/ Symposium / Sessions:** This event is a main plenary in the FIDIC annual conference which is designed to allow for a general discussion of YP activities within the FIDIC community. Presentations from YP MAs organizations are encouraged. Senior members within the FIDIC community may be invited to participate in order to allow YPs to have direct interaction with FIDIC leadership.
- 9.2.4 **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.



9.2.5 **Technical Tour & Session / 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 may be 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.

9.2.6 **YPFSC Meetings**

**Annual Conference Meeting:** This is the only face-to-face meeting of the YPFSC year. It should be scheduled at a time during the conference that is convenient for all 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.

**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 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.

9.2.7 **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.

9.2.8 **Meeting with FIDIC EC:**

**Meeting 1:** This event affords YPFSC members the opportunity to engage with the FIDIC EC in an informal manner where they are free to ask the EC any questions or discuss pertinent FIDIC issues. This event is usually held as part the Conference.

**Meeting 2:** This event affords YPs (YPMTPS, YPs, YPFSC) the opportunity to engage with the FIDIC EC in an informal manner where they are free to ask the EC any questions or discuss pertinent FIDIC issues. This event is usually held one morning of the Conference before the formal proceedings start and will be managed by YPFSC members.

**Participation in EC Meetings:**

A YPFSC member will be allowed to participate in the non-sensitive parts of EC meetings in order to represent the YPFSC and to open a channel of communication between the EC and the YPFSC. The candidate to representing the YPFSC will be nominated by the YPFSC Chair based on their proximity to the EC meeting and the candidate's activities and involvement in the YPFSC.

9.2.9 **YPF Booth**

Yearly during annual FIDIC conference, the FIDIC will provide YPFSC with a booth (in or beside FIDIC booth) that will help in presenting their activities to conference attendees.

9.2.10 **YP Awards**

FIDIC and the YPF have launched of the FIDIC Young Professionals' (YPs) Awards starting from year 2016.

The purpose of the YPs Award is to highlight and promote the talent of next generation leaders in the consultancy engineering industry across the world, and to encourage an active and effective participation of FIDIC YPs for maintaining the sustainable development of the industry.

The YP Award is open to all YPs aged 40 and under and working for consulting engineering firms that are members of FIDIC Member Associations.

The Award winner will receive complementary registration to the FIDIC International Infrastructure Conference and an invitation to attend the FIDIC Gala Award Dinner.

#### 9.2.11` **YPs Booklet**

YPFSC will work on issue an annual YPF booklet (Reflection of the YPs) that will include YPs articles from all over the worlds.

## **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 FIDIC Secretariat and President will be solicited to identify opportunities to improve coordination and support of FIDIC objectives within the YPF.

An internal evaluation process is recommended by YPFSC members lead by chairperson, to ensure keeping in the right track.

## **11. BUDGET**

To assist the YPF in meeting its objectives and those of FIDIC, an annual budget of CHF (5,000-10,000) is proposed, to cover primarily the representational duties outlined above. Special attention will be given to the FIDIC annual conferences, FIDIC regional conferences and Marketing and Communication of YPF activities to FIDIC member companies. Any spending/reporting/initiatives of/for this budget is subject to the approval of the FIDIC Managing Director.

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## ANNEX-A

### YPF STEERING COMMITTEE (YPFSC) SHAPE AND GROWTH

#### A.1 Roles and Responsibilities

The YPFSC will be led by a team of YPs, who are a fair representation of YPs 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.

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 (VC), 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 SC 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 YPFSC may serve the committee for five, one-year periods, except if they are chosen as VC, 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 on yearly bases.

Chairperson after YPFSC agreement has the right to extend YPFSC member term of service, and has the right to decline any YPFSC member desire to extend her/his membership based on her/his progress during the past year"

##### A.2.2 Nomination to the Committee

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

Prospective members of the committee may submit an application directly to the SC. The application shall be submitted after the Conference or during the Conference.

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 MAs or MFs.

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 YPFSC. This contact shall be by telephone, internet 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.

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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 to join the Steering Committee or subcommittees.

### **A.3 Succession of Leadership**

A.3.1 Nominations for YPFSC leadership positions members may nominate themselves for the position of VC. 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 VC is automatically nominated to ascend to the position of Chairperson at the FIDIC conference following two full years of service as VC.

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

#### **A.3.2 Election of Leadership**

Nominations for VC will occur approximately after one month after the annual FIDIC conference. The selected nominee will begin serving as VC directly after announcing election results.

Election of the VC, 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 VC, and Chairperson.
- b. All candidates who confirm their ability to serve the SC for four years will be elected by a simple majority vote of current YPFSC members. This information will be provided to the Chair and VC in an appropriate manner. The Chair will only vote in the event of a tie. All votes of YPFSC members will be conducted via email and the emails will be CC'd to FIDIC Managing Director and FIDIC Deputy Director.
- c. Once nominated, the Chairperson will seek official FIDIC Secretariat and EC approval of the nominee for VC, and ultimately, Chairperson.

### **A.4 FIDIC Secretariat Support**

The FIDIC Secretariat will provide a link between the YPFSC and FIDIC MAs, 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 EC, 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 dedicated FIDIC EC member is nominated to act as primary liaison between the YPFSC and the FIDIC EC.

### **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 MAs 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, per country with the exception of a maximum of two representatives for larger MAs left to the discretion of the YPFSC.

## **A.6 YPF Growth**

Membership is open to any YPs working within the built and natural environment that works for a FIDIC Member Firm. 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 YPs in the YPF community.