



**The Group of Africa Member
Associations (GAMA) of FIDIC
| Young Professionals Forum (YPF)
Business Plan**

**| Prepared by GAMA YPF Steering Committee
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1.0 VISION, MISSION AND VALUES

11 Vision

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

12 Mission Statement

Promote active participation in YPF to all member countries and member firms of GAMA and ensure that their voice influences the behavior of GAMA and of society.

13 Operational Strategies

- a. Encourage continued YP participation in GAMA & FIDIC activities.
- b. Encourage GAMA -member firms to sponsor the participation of YPs in GAMA and GAMA & FIDIC YP activities.
- c. Encourage establishment and support the growth of YPFs in GAMA Member Associations(MA's)
- d. Promote benefits of GAMA & FIDIC participation to YPs and member firms; including the use of FIDIC Best Practice Tools and documents, FIDIC based training, QBS, BIMS etc.
- e. Represent the YP Community at GAMA Executive Committee(EC), similarly encourage YP representation in Member Association's Council
- f. Solicit and liaise with the GAMA EC to promote and support YP initiatives.

14 Activities

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

- a. Coordinate and execute YP events at GAMA conferences.
- b. Act as a bridge to share information between MA'S YPF_GAMA YP Community members.
- c. Create Opportunities for exchange programs for the YP Community
 - i. Establish contact with MA YP leaders and promote their activities regularly.
 - ii. Work with MA'S YPF groups to identify trends and events of interest, and share these items with the YP community.
- d. Maintain an updated GAMA YPF webpage of people, events and activities on FIDIC YP page on the FIDIC Website
- e. Publish regular e-newsletters of YP activities in the GAMA region and therefore enhance the image of Consulting Engineering in general.
- f. Manage and direct discussions in an online forum.
- g. Manage a register of YPs in GAMA member countries.
- h. Capacity building forums for YP development in management and other related fields.

1.5 Core Values

The YPFSC will carry out its mission in the following manner on behalf of the YP 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 GAMA & FIDIC goals and objectives.

We will encourage discussion within the YP community.

- We will provide platforms for the Senior Professionals to share their social and professional experiences with YPs.

c. Acting Members of the YPFSC will:

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

2.0 BACKGROUND AND INTRODUCTION TO THE PLAN

21 Background

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

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

22 Membership in the GAMA YPF

2.2.1 Membership eligibility for the YPF is open to any engineer, planner, or allied professional whose member firm is a member association of GAMA and wishes to join a continental network of similar professionals within the GAMA community.

2.2.2. YPF membership is normally considered to be available to individuals from the time of graduation with a professional degree up to the age of 40.

23 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 GAMA YPFSC will announce a call for nominations for new YPFSC members. This may include approaching MA's to nominate their respective 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 presented in Annex 1.

2.4 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 GAMA, allowing younger members of the YPF to understand FIDIC and GAMA and grow into leadership roles.
- Develop the YPFSC structure to permit periodic progress.
- Establish clear procedures for new members and leadership succession.
- Ensure that objectives are specific, measurable, achievable and realistic.

2.5 Key Deliverables

The key deliverables from the plan are:

- To work towards a greater annual participation in GAMA & FIDIC Conference events.
- Support of GAMA initiatives.
- To increase awareness amongst GAMA and Young Professional Forums on the role of YPs within GAMA & FIDIC.
- To develop an enhanced communication strategy for the YP community.
- To raise the profile and awareness of the YPFSC in the GAMA community.
- To raise the profile and awareness of GAMA in our firms.

2.6 Core Program

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

a. Organisation: Organising professional activities for the GAMA conferences. The YPs will work closely with the GAMA Executive Committee (GAMA EC) and conference Planning committee for each annual conference. All YPF activities will be inserted and scheduled on the official program each year.

b. Communication: Encouraging communication within the Young Professionals community, individuals, and MA'S YPFs through the official FIDIC website, which hosts the YP Forum.

c. Providing information of interest: YPF Newsletter is a quarterly, electronic bulletin that provides information to the YP community on GAMA initiatives, activities, and the activities of MA'S YPF groups within FIDIC. Topics may include, but are not limited to the following: upcoming official GAMA YP activities; information from MA'S YPF groups; YPFSC Chairperson messages; YP initiatives in the world of interest to the GAMA community; and information that encourages communication and interaction amongst members of the GAMA YP community

d. Capacity building: Providing a platform for Capacity building in managerial and technical functions in line with GAMA objectives for capacity building among the YPs.

2.7 Key Issues to YPF

2.7.1 Participation and interest in GAMA & FIDIC is critical to the successful existence of the YPF. Without Young Professionals who are interested in participating in GAMA & FIDIC, the YPF will not exist. The Steering Committee will need to promote its activities and relevancy to the MAs and MA'S YPFs, and encourage participation in GAMA & FIDIC activities at four levels:

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

2.7.2 **Networking** within the GAMA & 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 MA'S YPF, or possibly the YPF Steering Committee.

2.7.2 **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 MA'S YPFs, and individual YPs. Members must work with FIDIC to jointly promote the value of participation in GAMA and the GAMA YP communities.

2.7.2 GAMA Member firms 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 GAMA. **Marketing and communication of YPF activities** at the GAMA conference, during registration drives for activities such as the FIDIC YPMTP and annual conference, and through core program activities will improve the willingness of firms to sponsor and encourage YP participation in GAMA.

2.7.3 One activity that may be pursued by the YPF is **research on key issues** of interest to a MA'S YPF or the YPF community. These activities may be suggested by the Steering Committee and are usually best suited to be completed by a MA'S YPF. Key issues can be coordinated with the GAMA Conference Planning committee in order to support the overall objectives of the annual conference. Research may include questionnaires, workshops hosted by a MA'S YPF, 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 MA'S YPF organizations in order to fulfill the objectives of the YPFSC and YPF.

3.2 GAMA Annual Conferences

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

- Planning Committee
- YP Meet and Greet
- YP Open Forum
- YP Social Networking Event
- YP Technical Tour / Social Dinner

- YPFSC Steering Committee Meeting
- Conference Workshop
- Meeting with GAMA Executive Committee

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 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.

3.2.3 YP Open Forum: This event is a main plenary session for YPs in the GAMA annual conference which is designed to allow for a general discussion of YP activities within the GAMA community. Presentations from MA'S YPF organizations are encouraged. Senior members within the GAMA community may be invited to participate in order to allow YPs to have direct interaction with GAMA leadership.

3.2.4 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 MA'S YPF 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.

3.2.5 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.

3.2.6 Conference Workshop: The YPFSC may elect to take responsibility for coordinating and executing a conference workshop. The Chairperson or Planning Committee representative must take an active role in working with GAMA 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.

3.2.7 Meeting with GAMA EC: This event affords YPs the opportunity to engage with the GAMA EC in an informal manner where they are free to ask the EC any questions or discuss pertinent GAMA issues. This event shall be held in morning of the conference before the start of formal proceedings.

3.3 YPFSC Meetings

3.3.1 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.

3.3.2 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 a good means of achieving the proposed 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 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 GAMA Secretariat and President will be solicited to identify opportunities to improve coordination and support of GAMA objectives within the YPF.

5.0 BUDGET

To assist the YPF in meeting its objectives and those of GAMA, an annual budget of \$7,500 is proposed, to cover primarily the representational duties outlined above. Special attention will be given to GAMA and FIDIC annual conferences, Marketing and Communication of YPF activities to GAMA Member firms as set out in Section 2.7. Any spending of this budget is subject to the approval of the GAMA EXCO through the Exco representative of GAMA YPFSC.

ANNEX-I

YPF STEERING COMMITTEE SHAPE AND GROWTH

A.1 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 GAMA 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 GAMA YP initiatives. The YPFSC will regularly meet to review progress, identify new objectives, 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 and should be a member of the FIDIC YPFSC. This Chairperson will act as the coordinator between GAMA, FIDIC and the committee to ensure that GAMA, FIDIC YPF AND FIDICs' position are 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 may be required.

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 YPFs of GAMA Member Associations.

A.2.1. Term of Membership

Each member of the YPF Steering Committee may serve the committee for three years, 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.

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 GAMA Secretariat.

Prospective members of the committee may submit an application directly to the Steering Committee. The application shall be submitted before the GAMA Conference or during the conference and the applicants are encouraged to attend the Conference and YPF related activities during the conference.

A short, standardized nomination form available through the FIDIC/GAMA YPF page on the FIDIC website shall be submitted by each applicant. An applicant can be self-nominated, or nominated by his/her YPF or Member Association. Applications shall be presented to the Steering Committee at least four weeks prior to the annual GAMA Conference.

The host MA or MA'S YPF for each GAMA 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 GAMA conference during the year that they wish to join.

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

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 two full year before taking up the position of Vice Chairperson. This position carries a term of two years.

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

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

A.3 .2 Election of Leadership

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

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

- a. The YPFSC will formally 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 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.
- c. Once nominated, the Chairperson will seek official GAMA Secretariat and EC approval of the nominee for Vice Chairperson, and ultimately, Chairperson.

A.4 GAMA Secretariat Support

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

GAMA Secretariat Staff shall provide administrative support to the committee and will assist in the delivery of results. YPFSC will be expected to take leadership of issues requiring GAMA Secretariat support.

The GAMA Executive Committee, chaired by the GAMA 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 GAMA EC member is nominated to act as primary liaison between the YPFSC and the GAMA 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 Member Associations for new members. The membership shall be limited to not more than one representative

Members 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 young professional working within the built and natural environment that works for a GAMA Member Firm. Membership is free, and upon mark of interest, new members will be entered into the GAMA YPFSC mailing list.

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

A. 7 YPFSC Members

- **Obikanye, Doyin Nigeria; Chairperson**
- **Yankey, Francis Kofi (Scribe) Ghana; Vice Chairperson**
- **Adetunji, Olusegun A. Nigeria; Member**
- **Ramchund-Moonsamy, Jeshika; South Africa; Member**
- **Tetteh, Jane Naki; Ghana; Member**
- **Awad, Wisal; Sudan; Member**
- **Danlami, Nasiru; Nigeria, Member**
- **Buga, Ibrahim, Nigeria**

Supporters

- **Asare-Yeboah, Kofi, Ghana – Member GAMA EC**
- **Ramalisa, Godfrey (Supporter) South Africa.**
- **Samuel Mwansamali – Tanzania – FIDIC Regional office representative**