



Minutes
National Secretaries meeting
May 16, 2011
Berlin – Germany

Hotel MaritimproArte
Salon 3

Participants:

- Mr L. Van Schel, Secretary-General, Belgium
- Mr J. Brolsma, Secretary Dutch Section
- Mr B. Van Vossen, Secretariat Dutch Section
- Mr T. Yagyu, Secretary Japanese Section
- Mr O. Holm, Secretary Finnish Section
- Mr U. Fischer, Secretary German Section
- Mr B. Ursenbacher, Secretary Swiss Section
- Mr M. Arana, Secretary Spanish Section
- Mr N. Lawson, Secretary Australian Section
- Mr R. Van Damme, Secretary Belgian Section
- Mr F. Wangsvik, Secretary Norwegian Section
- Mrs E. Nyb , Secretariat Norwegian Section
- Ms C. Gianani, Secretary Italian Section
- Mrs A. Cann, Secretary US Section
- Mrs K. Barnes, Secretary US Section
- Mr O. Schwetz, Austrian Section, representing Mr Fastenbauer

Apologies from:

- Ms J. Muskatirovic, Secretary Serbian Section
- Mr M. Fastenbauer, Secretary Austrian Section
- Mr A. Van Tonder, Secretary South African Section
- Mr H.N. Aswath, Secretary Indian Section

General Secretariat:

- Mrs Sabine Van de Velde
- Miss Leen Weltens

1. Welcome and approval of the minutes of the Secretaries meeting on February 2, 2011

(Annex 1)

Mr Van Schel starts the meeting by welcoming the National Sections Secretaries and reading the apologies. The minutes are approved.

2. Action Points (Annex 2)

SG 2011-1/01	Send planned activities to HQ to be put on the agenda : Ongoing.
SG 2011-1/02	Forward case studies concerning Working with Nature to EnviCom : during the ExCom meeting on May 15, 2011 Mr Köthe informed that EnviCom already received several case studies, nevertheless national sections are invited to send more.
SG 2011-1/03	Highlight on website return on investment of Platinum Partnership: can be found on the Platinum Partner pages. Mr Van Schel informs that in the end Jaisu Shipping did pay its Platinum Partnership fee and is still a Platinum Partner.
SG 2011-1/04	Uniform price downloading publications: after discussion at HQ it has been decided to keep the present prices, in order to convince people easily to join PIANC (the price of 2 WG Reports = individual membership)
SG 2011-1/05	Pop-up become member of PIANC: not done yet.
SG 2011-1/06	Mark prices hard copies are excluded shipping costs: this is mentioned in the invoices
SG 2011-1/07	Click box online registration regarding privacy: done.
SG 2011-1/08	Legal advice privacy legislation: will be dealt with later on.
SG 2011-1/09	Click box in membership software to renew membership: not possible.
SG 2011-1/10	Letter to Corporate Members concerning logins: done, will be dealt with later.
SG 2011-1/11	Investigate linking of new software to existing systems National Section : not possible

3. Members Only Pages-online ordering system

Since several National Sections Secretaries didn't participate in the February meeting, Miss Weltens gives again an overview on the Members Only Pages and the online ordering system.

Concerning the selling of publications, Mr Van Schel informs that for 2011 a sales figure of €20.000,00 is budgeted. Until May 1, 2011 HQ sold already for more than €8.000,00 of publications, so it is clear that the system on Google Books and Paypal are working well.

Mrs Barnes remarks that she has received a lot of positive feedback from the US members, only the libraries are not happy with the fact that the Working Group Reports are no longer printed, since libraries still prefer hard copies. Mr. Broisma replies that for instance the Technical University of Delft has an electronic library, so he guesses the problem will solve itself in the near future.

4. Membership software

Mrs Van de Velde gives an overview of membership software. A new version of the manual is distributed and will be added to the minutes (**Annex 3**).

The following remarks:

- E-mail addresses Newsletter: at the moment it is technically not possible to update the address file of the Newsletter automatically. Therefore, please send e-mail addresses of new members, and e-mail address changes to HQ. To avoid sending lots of e-mails, the changes might be collected and send to HQ for instance once a month (**SG 2011-2/01**).
- Creating Corporate Members: one should remember to inform the new members they are entitled to have several logins and passwords (2 for small Corporate Members and 4 for large ones) (**SG 2011-2/02**).
- Use of 'members-ID':
 - o please note that one member can have several 'membership numbers', depending on his/her kind of 'membership' :
 - o The number to use in a 'search' is the number of the 'data card'. For instance, Mr Brolsma, members-ID: 42194 = the number to which his data are attached (address, e-mail address, etc.)
 - o In Explorer you see that Mr Brolsma is a Honorary Member and Ex-Individual, he is Webmaster of his National Section, Secretary, contact person of the Large Corporate Member 'Rijkswaterstaat Dienst Verkeer en Scheepvaart'.
 - o When you look up Mr Brolsma in 'Membership' ... you can also find him by using his members-ID of Explorer (=42194)
 - o Typing in this number, you will see all his 'active' and 'expired' memberships ... and they have a different ID (don't use these numbers to look up Mr Brolsma because this won't work)
- Change of type of membership:
 - o For instance an Individual Member becomes a Corporate Member :
 - Go to: member management
 - membership
 - Type the name
 - Enter
 - Under info ... on your right 'change membership settings'
 - Click on this
 - Put the status : 'expired'
 - Return to organisation explorer
 - Search : type the name
 - Go to 'memberships' (you should see the Ind Membership as 'ex-individual member')
 - On your right : 'add membership'
 - Click on it
 - Click on 'choose a membership'
 - Choose corporate member
 - Create

- Double e-mail addresses in the system : the login system to the Members Only Site doesn't function when the same e-mail address is twice in the system, so please make sure addresses are only in there once.

Further Mr Van Schel assures the Secretaries, to contact HQ whenever they have additional questions or when problems occur using the system.

5. Financial Matters

5.1. Payment of membership fees and subventions

Mr Van Schel congratulates the National Section's Secretaries on the strict observation of the Rules & Regulations concerning the payment of membership fees. 95% of the National Sections have paid their membership fees in time.

Also most of the Qualifying Members did already pay the subvention for 2011.

5.2. Platinum Partners

Concerning the Platinum Partners Mr Van Schel likes to clarify the following :

- Platinum Partners pay their membership to HQ. The National Section receives a discount (-15% of the corporate membership);
- National Sections do not invoice membership to Platinum Partners belonging to their National Section;
- Platinum Partners are not included in calculating the subventions of a Qualifying Member;
- HQ takes care of the 'management' of the Platinum Partners in the software.

5.3. New way of calculating the subventions for 2012

The AGA meeting will be asked to approve the following proposed changes to Art. 10.g of Rules & Regulations :

- Individual Members count for 1 single member equivalent (SME), Small Corporate for 5 and Large Corporate for 10 single member equivalent
- The minimum subvention is set to €1.900,00

From 2012 onwards, subventions will be calculated as follows :

- 0-50 SME : 1x min subvention
- 50-75 SME : 1,5 x min subvention
- 76-100 SME : 2 x min subvention
- 101-125 SME : 2,5 x min subvention
- 126-175 SME : 3 x min subvention

Further each additional 75 SME = 1 extra minimum subvention

6. Membership related topics

6.1. Corporate Members

- **Passwords Corp Members** : HQ has sent letters to all Corporate Members and inserted the extra logins when members asked for it.
- As an **extra incentive to the membership**, Corporate Members do now have the occasion to add their website in the membership directory.
- **Use of the PIANC logo** : Corporate Members are allowed to use 'Member of PIANC'+ logo (example provided by HQ, only use this specific logo and send an example of letterhead to HQ for approval) **(Annex 4)**.
- **Privacy legislation** : HQ has contacted a lawyer in this regard, he advises:
 - Considering following elements :
 - It concerns a 'Members Only' part of the website;
 - there's hardly any risk of possible damage to the persons/parties involved by publishing their data this part of the website;
 - On the contrary considering the opportunity for networking, it is an advantage and incentive to be member of PIANC;
 - We offer the possibility to not be included in the memberships directory

So it is sufficient to:

- ask new members for their authorization to be included in the membership's directory on the Members Only site;
- send an e-mail to present members and ask them to inform HQ if they would like to be excluded from the membership's directory on the Members Only site.

6.2. Qualifying Members

- For each minimum subvention paid, Qualifying Members are entitled to get:
 - 2 copies of printed publications;
 - 2 logins and passwords to the Members Only site.
- Of course, when a Qualifying Member pays 1,5 x subvention, they get 3 copies and 3 logins.
- National Secretaries are asked to inform the Qualifying Member and to forward the data of the persons asking for a login and password to HQ (needed : name, full postal address, e-mail address) **(SG 2011-2/03)**.

7. Any Other Business

7.1. Promotion Material

During the ProCom meeting on April 18 in Brussels, ProCom took the following decisions:

- **Updated information folder:**
 - The PIANC information folder will be updated and put on the NS pages **(SG 2011-2/04)**;
 - The flyer will be abolished;
 - The PIANC brochure will be updated as a kind of 4-page cover in which the information folder can be inserted. The brochure can also be used to hand over during events and replace the PIANC flyer.

- **Posters:**
 - ProCom has decided to design 3 kind of posters:
 - Two standard templates will be drafted : a general PIANC one and another one displaying the 7 reasons to join PIANC
 - A third template will be drafted, which can be filled in by the National Sections at the occasion of one or other event
 - National Sections should ask HQ to design posters for specific events

7.2. The Yearbook 2010

- New members registering in 2011 are entitled to get a free copy of the Yearbook 2010, but National Sections Secretaries need to inform HQ about the new membership **(SG 2011-2/05)**.

7.3. AGA meeting 2011

- Mr Van Schel informs the Secretaries on the following :
 - The Secretaries are asked to inform the members of their delegations to be in the meeting room at 8.20h, since at 8.30h one minute of silence will be held for Mr De Paepe, Mr Kapp and the victims of the earthquake and tsunamis in Japan.
 - HQ received letters of the Spanish, French and US Section proposing to nominate Mr Van den Eede as Honorary President. Mr Van den Eede is not aware at all of this initiative. After the election and nomination of the new President, Mr Van Schel will take the floor and add this topic to the agenda of the AGA .

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