

Report of the CIB Board for 1998

Incorporating

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1. PRESIDENT'S REPORT

The Board has been active on a number of fronts since their appointment. They have appointed the traditional Standing Committees, while recognising that the Board itself has the responsibilities to manage the affairs of the organisation, and cannot delegate them to the Committees. We have not yet filled the vacancy left by the General Assembly in Gavle.



The Officers' Committee, which will act as a mechanism to ensure that the information is freely available between the senior members of the Board, has been given responsibility for the evaluation of the performance of the Secretary-General, the preparation of an initial recommendation to the Board of names of the incoming Board in 2001, and oversight of the Sebestyen Award. Applications for the 1999 Sebestyen Award have been invited from the membership.

The Administrative Committee has been given the lead responsibility for defining the membership benefits and the mechanisms best calculated to deliver these, including any consequences for the fee system. This continues to address the charge given to the previous Board at the 1995 Assembly in Amsterdam, with which it made substantial progress which was reported at the Assembly in 1998 in Gavle, to reform the constitution to better reflect CIB as it should be for the twenty-first century. One possible outcome is a recommendation that no further change is warranted; alternatively, it may be that significant structural changes in membership classes need to be made to best capture the involvement of those who can advance the goals of CIB in the years ahead.

The Programme Committee continues to keep the technical work programme under constant review, and has the special task of overseeing the further promotion of CIB's work on proactive themes.

The Publications Committee has the key task of reviewing whether the formats of information dissemination, and the structures used for that dissemination, are best designed to meet the needs of the members, and of the "customers" of members such that the CIB outputs clearly add value to the work of the individual member.

At its meeting in Gainesville in March 1999 the Board plans to review its goals against the Strategic Plan that was developed at meetings in South Africa in 1997. Part of that plan was to focus some attention in the period 1998-2001 on developing involvement in regions where CIB perceived there was significant

opportunity for growth, Asia being one such region. (This was of course prior to the problems encountered with the Asian economies.) To further this, a regional leaders' meeting was arranged to coincide with the CIB Board meeting in Brisbane, organised in superb fashion by Professor Chang. We had some implicit membership growth goals as a result of this activity. While the number of Full Members which we hoped for did not eventuate, we have picked up a number of new Associate and Individual Members, and strengthened some existing ties. There is perceived to be another fruitful region for membership growth in Central and South Africa and in Latin America, and similar fora are being planned for Cape Town in September 1999 and Sao Paolo for November 2000.

The Board at its meeting in Brisbane in October 1998 reviewed the role of CIB in facilitating the provision of "training" for the staff of members. CIB has traditionally provided meeting points, in its "Research Managers' Meetings", for top executives of the members involved specifically in a broad spectrum of research, to allow them to share ideas on management of research organisations. CIB has also run three successful "Young Research Managers' Workshops". The latter have had the aim of allowing staff who are just making the transition from researcher to manager to appreciate the similarity of problems which their colleagues from all over the world face, and to give them some ideas which they may apply in their own work. The Board endorsed the continuation of these, though the formats may alter from the past to accommodate concepts learnt from previous events.

The Board also noted the introduction of the concept of "student chapters" within one or two Working Commissions, and resolved to watch the operation of these with a view to possibly encouraging their wider application. The principle behind this is that if students can find mentoring within the CIB expertise pools, and be given exposure to the breadth of CIB knowledge base, they will be well-disposed to CIB involvement in whatever employment they subsequently take up. As the number (and extent of involvement) of universities in CIB activities expands, the scope for this is growing.

During 1994-97, there was considerable debate about the desirability of establishing more formal courses (with CIB backing) for young researchers. The Board did not commit itself to further pursuit of this route in its review; but it noted with appreciation the plan by the Universities of Florida and Salford (a senior staff member from each of which is a Board member for 1998-2001), to work cooperatively to map out a course which may be of value to some young researchers in providing an introduction to interdisciplinary international research work.

John Duncan
President



2. THE CIB BOARD 1998



Composition

Upon the proposal of the outgoing Board, the 16th General Assembly held on 11th June 1998, unanimously elected the following Officers for the Triennium 1998 - 2001:

President

Dr. John Roderick Duncan
BRANZ - Building Research Association New Zealand

Vice-Presidents

Mr. Roger G. Courtney
BRE - Building Research Establishment United Kingdom

Dr. Jack E. Snell
NIST - Building and Fire Research Laboratory USA

Treasurer

Prof. Erkki K.M. Leppävuori
VTT Building Technology Finland

Chairman of the Programme Committee

Mr. Larry R. Little
CSIRO - Division of Building, Construction and Engineering Australia

Also upon the recommendation of the outgoing Board, the General Assembly unanimously elected the following Board Members for the Triennium 1998 - 2001.

Members

Prof. Vahan Agopyan
University of São Paulo
Department of Civil Construction Engineering Brazil

Dr. Tamás Bánky
ÉMI - PLC for Quality Control and Innovation in Building Hungary

Dr. Sherif A. Barakat
NRC-Institute for Research in Construction Canada

Prof. Peter S. Barrett
University of Salford, Research Centre for the Built and Human Environment United Kingdom

Dr. Mony Ben-Bassat
Technion - National Building Research Institute Israel

Prof. Weilin P. Chang
Queensland University of Technology Faculty of Built Environment & Engineering Australia

Prof. R. Wayne Drummond
University of Florida, College of Architecture USA

Dr. Valter Esposti
ICITE/Consiglio Nazionale delle Ricerche Italy

Dr. Rodney V. Milford
CSIR-Division of Building Technology South Africa

Mr. Carlo De Pauw
CSTC-WTCB Belgian Building Research Institute Belgium

Mr. Raphael Slama
CSTB - Centre Scientifique et Technique du Bâtiment France

Dr. Toshikazu Takeda
Obayashi Corporation, Technical Research Institute Japan

Dr. Yutaka Yamazaki
BRI - MOC Building Research Institute Ministry of Construction Japan

Dr. Jan Fibiger
ABF - Architecture & Building Foundation Czech Republic

Prof. Karl Gertis
FhG-iBP, Fraunhofer Institute for Building Physics Germany

Prof. Xila Liu
Tsinghua University, Department of Civil Engineering China

Ex-Officio Member (as Immediate Past President)

Prof. Christer Sjöström
KTH - Royal Institute of Technology Sweden

In addition, by 25 votes in favour by the legal representatives of the Full Members present with four abstentions, the 16th General Assembly elected the two following Board Members for the Triennium 1998 - 2001:

Ir. J. De Leeuw
SBR - Stichting Bouwresearch The Netherlands

Prof. Djoko Hartanto
University of Indonesia, Faculty of Engineering Indonesia

The result of these elections was that one seat on the Board remained to be filled.

The General Assembly agreed that this vacancy would be completed by the CIB Board by co-option at its next meeting.

In fact the CIB Board carefully considered the matter of co-option at its 73rd Meeting on 15th October 1998 but deferred a definite decision.

Meetings

The CIB Board held two meetings between the 16th (Triennial) General Assembly and the end of 1998.

On each occasion the President took the Chair and the required quorum was duly attained.

The schedule of these meetings was :

- o 72nd Meeting Gävle, Sweden 11th June 1998
- o 73rd Meeting Brisbane, Australia 15th October 1998

The 72nd CIB Board Meeting

The 72nd Meeting was the first meeting of the new Board and according to the CIB By-Laws this is the occasion when the Board appoints its Standing Committees.

Accordingly, the Board decided on the composition of the new Programme Committee and Administrative Committee for the period of the Triennium 1998 - 2001.

Reference is made to the relevant Sections 4 and 7 where the Reports from these two Committees are featured.

Intentionally the Board left open one seat on both the Administrative Committee and the Programme Committee to be filled at their next meetings in October 1998.

The Board also appointed the Members of the Publications Committee and agreed its Terms of Reference.

In line with the policy of enhancing efficiency while seeking cost reduction it was decided that documents for meetings of the CIB Board and Committees would henceforth be made available by the General Secretariat as down loadable fdp-documents.

The Constitution and By-Laws impose certain obligations on the CIB Board and the first meeting of the new Board is a suitable occasion to discharge some of the formalities.

So at its 72nd Meeting, the CIB Board nominated Mr. R.G. Courtney as the Vice-President who would assume the normal powers and duties of the President in the event of his continued absence or disability.

It also conferred on Mr. J. De Leeuw power to execute a notarial deed on its behalf which was the final step in the prescribed legal procedure for the new Constitution.

For practical reasons, the time available for the initial meeting of the new Board is limited which means that business is confined in the main to statutory items.

An in-depth discussion of items of topical and future interest is customarily deferred until the next plenary meeting. This not only allows new Board Members time to acquaint themselves with those issues which will command their attention during the Triennium but more importantly, enables the Standing Committees and other bodies which report to the Board to make substantive progress in elements of their own work programmes.

The 73rd CIB Board Meeting

This was the second meeting of the CIB Board in 1998 and followed the established pattern of being the final meeting in a series beginning with the CIB Committee meetings.

This scheduling enables the Committees to report directly to the Board on current issues and the Board can itself review these issues in consultation with the members of the Committees.

In fact the CIB By-Laws stipulate that the Board has responsibility for all of its Committees.

The main issues arising from the meetings of the Administrative Committee and Programme Committee which had been held during the immediately preceding days and to which the Board gave its attention are mentioned in the Reports of these Committees.

It should be made clear that it was the Board who throughout exercised supervision and guidance and who on occasion amended the recommendations originating from the Committees after further discussion of the implications.

Certain specific topics on which the Board took a substantive decision are listed below. (In one case its decision was subject to ratification by the General Assembly. This concerned the levels of membership fees for 1999 and beyond and the requisite approval was sought by correspondence to avoid a long delay

in CIB's administration.)

Membership Fees

The Board agreed that membership fees in 1999 should be increased by 5% as compared to the levels in 1998 and that the fees should be invoiced in Euros.

Moreover, to introduce a measure of stability into Members' own financial planning it was agreed that the 1999 levels should remain unchanged for the three year period 1999 - 2001.

Review of Membership Fee System

As long ago as 1995, the 15th General Assembly had expressed the clear view that the Membership Fee System should be subjected to an in-depth analysis over a period in the light of CIB's strategic objectives and the changing situations in which many members now found themselves operating.

This review has been pursued even since and has now reached the stage where CIB has in essence to select one out of two alternative arrangements.

These are :

- To continue with a system whereby there are defined categories of membership. A member is assigned into a category and all members in the category pay the same fixed fee, irrespective of the extent to which the member participates in CIB's activities. (This is broadly the arrangement that is currently applied.)
- OR, to introduce a system which comprises a core fee to which is added an amount that reflects the member's direct involvement in CIB's activities and consequent benefits.

The implications of this activity - based system as well as the merits and de-merits of both systems were a prominent discussion point at the 73rd Board Meeting.

The outcome was that the Board will formulate the final proposal at its first Meeting in the year 2000.

Ultimately, approval by the General Assembly will be required.



3. THE CIB OFFICERS' COMMITTEE 1998



The new Constitution and By-Laws provided for the establishment of the CIB Officers' Committee.

Composition

This Committee whose membership comprised the five Officers mentioned in Section 2 above together with the immediate Past President is charged by Article V.2 of the By-Laws with advising the President on matters which are his responsibility and providing him with a view on directions which CIB policies should be proposed to follow.

It is also empowered to carry out any other tasks specifically assigned to it by the Board or the General Assembly.

It could with justification be claimed that such a body had already proved its worth in the form of the regular series of Officers' Meetings which had been held over the previous three years.

Meeting

The Officers' Committee met once during the period under review and details were :

1st Meeting Brisbane, Australia 11th October 1998

In opening the meeting, the President who was in the Chair noted that it was incumbent on those charged with the task of steering the Organisation from the top to share information on what was going on in the different Committees. By so doing they would be in the position to talk meaningfully to other Board colleagues and so better serve the membership.

An Advisory Function

At the first meeting, the Officers' Committee discussed its own role for the current Triennium which included the Programme Committee and the Administrative Committee.

One specific CIB project which was retained for the Officers' Committee was the Gyula Sebestyén Young Researcher's Fellowship. This project receives separate mention elsewhere.

The Officers looked at the levels of membership fees and the membership system and a proposal by the Treasurer for a more active strategy as regards CIB's investments.

The outcome of their discussions was transmitted to the AC where it constituted a significant input to a review of the specific topics.

Pro-Active Approach and Strategic Plan

The Pro-Active Approach formed a major item for deliberation and the Officers recalled that its introduction and adoption by CIB had been the main outcome of the Strategic Plan which had been discussed at a specially convened Workshop in South Africa in May 1997.

It was recalled that the Strategic Plan, as formulated, highlighted a number of issues which CIB had to confront in the future and the Officers acknowledged that this placed the obligation on CIB to set itself certain measurable goals arising from these issues.

Seven such issues were identified and each will be specifically tackled by designated entities within CIB commencing with immediate effect.

There were :

- Industry Take-up of the Pro-Active Approach
- Membership and Why People Join or Leave
- Strategic Approach to Growth
- A Realistic Determination of the Relationship Costs: Benefits for Members
- Good Management of Financial / Personnel Resources of CIB
- Right Portfolio of Properly Run Activities
- Culture Change Towards Commitment

The Officers saw these issues as together constituting the thrust of CIB's policy directions in the coming period.

4. THE CIB PROGRAMME COMMITTEE 1998



Composition

At its 72nd Meeting on 11th June 1998 the CIB Board appointed the following as members of the Programme Committee :

Chairman

Mr. L. Little

Members

Dr. J.R. Duncan, CIB President
Ex-Officio as stipulated in the CIB By-Laws
Dr. S.A. Barakat
Dr. M. Ben-Bassat
Mr. R.G. Courtney
Prof. P. Lansley
Dr. R. V. Milford
Dr. J.E. Snell
Prof. C. Sjöström

According to Art. V.4 of the CIB By-Laws, the Programme Committee has a maximum complement of 12 Members and it was agreed to leave one vacancy open for review by the new Programme Committee at its first scheduled meeting on 12th October 1998.

This Article also stipulates that a minimum of one third of the total membership should be current or past Coordinators.

Professors Chang, Lansley and Sjöström from the list above fall into this category and to maintain the required number of Coordinators, the Programme Committee unanimously recommended that Professor C.H. Davidson (later appointed as Coordinator of the new Commission W102) should fill this vacancy.

Meeting

The Committee met once during the period under review and details were:

59th Meeting Brisbane, Australia 12th and 13th October 1998

Review of TGs and WCs

The CIB Programme Committee has the broad remit of assisting the Board with the planning and execution of the programme of activities.

Central to this function, is to exercise an on-going review of the network of Task Groups and Working Commissions within CIB to ensure that it remains an effective and relevant system, participation in which brings added value to members.

It should be made clear that the Programme Committee only halts an activity or initiates a new one after careful consultation with all the principal parties involved and when something is decided, it is almost always in line with the majority of opinion among the CIB membership, on the matter in question.

At the 59th Meeting two new Task Groups and two new Working Commissions were set up.

These were with their corresponding Coordinators:

New Task Groups

TG37 - Performance Based Building Regulatory Systems

Coordinator : An unforeseen development made a new appointment necessary. Shortly before going to press the appointment of Mr. Stone has been ratified. (See page 0)

TG38 - Urban Sustainability

Joint Coordinators : Ms. C. du Plessis CSIR, South Africa and Mr. A. Gilham, BRE, UK.

New Working Commissions

W102 - Information and Knowledge Management in Building

Coordinator : Professor C.H. Davidson, University of Montreal - IF Research Corporation, Canada.

W102 is the successor to the former W57 - Building Documentation and Information Transfer and the intention is that it will be a Joint Commission with UICB - The International Union of Building Centres.

W103 - Construction Conflict: Avoidance and Resolution

Joint Coordinators : Mr. Peter Fenn, University of Manchester Institute of Science and Technology, United Kingdom and Mr. Edward Davies, Masons Solicitors, United Kingdom.

W103 is the successor to the former TG15 - Construction: Conflict Management and Dispute Resolution.

Two Task Groups were terminated and these were:

TG13 - Consequences for Buildings of Climatic Variability and Climate Change and it was agreed to subsume it in an appropriate form into W080 - Service Life Prediction of Building Materials and Components.

TG15 - Construction : Conflict Management and Dispute Resolution.

As stated above this was transformed into W103.



5. THE PRO-ACTIVE APPROACH



Development of the CIB Proactive Programme on Performance Based Building Codes and Standards

1998 saw a major breakthrough by CIB in implementing the Pro-Active Approach, a project which if brought to successful fruition, will entail far reaching and positive implications for CIB's position as the leading international organisation in building and construction research and innovation.

The major step forward came with the presentation by Dr. G.C. Foliente to the 59th Meeting of the Programme Committee of the Report authored by himself and Dr. R.H. Leicester and Mr. L. Pham, his colleagues at CSIRO Building, Construction and Engineering, Victoria, Australia.

This Report has been structured in two main Parts :

- o Part 1 Proposed CIB Program and
- o Part 2 Implementation

In the Executive Summary that accompanies the Report, Dr. Foliente and his Co-Authors stated :

The CIB Proactive Program on Performance Based Building Codes and Standards (PBBCS) builds on CIB's past contributions, and reinforces CIB's reputation and position as the world's leading organisation in this area. The proactive program will facilitate an internationally coordinated effort for information exchange and dissemination, and research and development collaboration among researchers and practitioners in this area. And more importantly, the activity will produce practical recommendations for their possible adoption and application in the development of national building codes and international standards for the benefit of all sectors of the building industry and the general public.

In developing the CIB-PBBCS Program, we collected together and synthesised the responses to an international call for issues and items, the results of literature review and the additional information arising from discussions with professionals and experts from selected parts of the world. This led to the proposed program outline and framework, described in Part 1.

In the 1998 - 2001 Triennium, the recommended activities and outputs are:

- Establishment of one or two new task groups to investigate: (1) identification and translation of user requirements to performance criteria; and (2) applications of probabilistic and reliability concepts in the development of performance based codes and standards.
- State-of-the-Art and state-of-the-practice reports on: (1) historical development and integrated concept of performance; (2) relationship and framework of building regulations and standards; (3) application of the performance concept in the design and construction process; (4) experimentally verified evaluation models and tools; and (5) code development and implementation issues.
- Preliminary reports on: (1) writing a compendium of objective statements, performance criteria and evaluation methods; and (2) quantifying the economic benefits of using performance based codes and standards.
- Final report of the PBBCS Secretariat about Program accomplishments and specific recommendations for further work.

It should be noted that several of the recommended outputs given above are already within the current scope of work of CIB W060 and the successor of the former CIB TG11.

The Proactive Program has just made them part of an integrated framework that includes many other CIB groups and disciplines that would otherwise not be included

The broad and comprehensive look at the issues that need to be addressed so that the performance concept can be applied systematically during the building design and construction process has given us a long list of research needs. Thus, the proposed Program outline can also be seen as a possible framework of an international research agenda that various researchers, academics and professionals can contribute into.

The authors identified three primary factors as being critical to the success of the Program.

These were :

- The establishment of a central technical coordinating body
- CIB's ability to get the support of its Working Commissions and Task Groups
- Availability and/or sufficiency of CIB resources to facilitate collaboration and linkages.

In Part 2, the Report puts forward a series of recommendations for an implementation strategy.

The CIB Programme Committee is pleased to inform the Membership that its initial verdict on Dr. Foliente's Report was that it was comprehensive and forward looking and clearly opens up new and exciting horizons for CIB.

An ad hoc Committee has been set up to operate under the leadership of the CIB President to examine the final report and to ensure that it will be managed in an appropriate way for optimal future use.

It can be expected that a significant number of CIB members will be involved through those Working Commissions and Task Groups which are leading a priority task.

Moreover the ad hoc Committee will be examining the feasibility of research collaboration through committed projects by CIB Commissions, or targeted partnership by CIB Members or with other organisations.



6. AGENDA 21 FOR SUSTAINABLE CONSTRUCTION



In many ways the highly successful 14th CIB World Building Congress held in June 1998 charted new directions for what is a regular series of Congresses.

One such development that characterised the Gävle Congress was the effective way in which it focussed the attention of many CIB Working Commissions and Task Groups on the single selected theme of Construction and the Environment.

This meant that their contributions to the programme both collectively and individually were especially relevant and meaningful.

Moreover, throughout the decade of the nineties and especially over recent years several other international organisations of acknowledged repute (among them CERF, EU, ECCREDI, IEA, ISIAQ and RILEM) have intentionally devoted considerable effort to organising new activities within this field.

All these endeavours served to highlight the growing need for an internationally agreed Agenda 21 for Sustainable Construction designed to help in guiding the work of implementing the principles of sustainability in the construction sector.

It was CIB who earlier through the PC Coordinating Committee on Sustainable Construction took the initiative to compile such a Document and under the leadership of Mr. Luc Bourdeau from the Centre Scientifique et Technique du Bâtiment, Sophia Antipolis, France the project was taken forward in 1998.

Drawing on the Proceedings of the Gävle Congress and on published output from W082 on Sustainable Development and the Future of Construction Mr. Bourdeau and colleagues reached the stage of the final draft.

This is currently being written.

While as indicated earlier it is envisaged that its contents will be of material assistance to all organisations engaged in the field, there will be important pointers for CIB itself in such aspects as proposed new Groups and Activities.



7. THE CIB ADMINISTRATIVE COMMITTEE 1998



Composition

At its 72nd Meeting on 11th June 1998 the CIB Board appointed the following as Members of the Administrative Committee :



Chairman

Prof. E.K.M. Leppävuori
CIB Treasurer



As stipulated in the CIB By-Laws

Members

Dr. J.R. Duncan, CIB President
Ex-Officio as stipulated in the CIB By-Laws
Prof. P.S. Barrett
Mr. C. De Pauw
Prof. C. Sjöström
Mr. R. Slama
Dr. Y. Yamazaki

According to Art. V.3 of the CIB By-Laws, the Administrative Committee can comprise a maximum of 8 Members and it was agreed to review the one vacancy remaining at the next meeting of the Board. This was intended to give the Administrative Committee time to consider the matter.

It duly formulated its recommendation to the Board which resulted in the appointment of Professor Djoko Hartanto from the University of Indonesia to complete the membership.

Meeting

The Committee met once during the period under review and details were:

40th Meeting Brisbane, Australia 14th October 1998

This had been scheduled as part of the regular annual series of CIB Board and Standing Committee Meetings.

The Treasurer was in the Chair at the 40th Meeting and Mr. R.G. Courtney, as CIB Vice-President attended by invitation.

Statutory Role

The CIB By-Laws also define the role of the Administrative Committee which is stated as being to assist the Board with regard to general, administrative and financial matters. These include applications for and terminations of membership and other tasks which the Board may include in its terms of reference.

Acting in accordance with this statutory definition of its role the Committee addressed itself at its 40th Meeting to developing three principal areas of activities

These were:

- Membership
- Staff
- Finances

It should be emphasised that each of these three areas have wide-ranging implications that impact on, for example, the commercial aspects of the CIB Publishing Operation or the CIB Investment Policy.

Members expressed their full agreement with the outcome of the 1st Officers' Committee Meeting which

was to define two issues calling for their extra special attention during the current Triennium.

These were :

- A realistic determination of the relationship costs: benefits for members and
- Sound and effective management of financial matters and of human resources of CIB.

The Administrative Committee is cognisant of the attendant aspects.

For example, when seeking to quantify in some way what are the actual costs of membership of CIB, it must be realised that the membership fee itself is but one component among several.

Other relevant factors singled out included the need to continue to monitor the level of satisfaction or dissatisfaction among the CIB membership and to analyse CIB's product range.

A new and much more pro-active investment policy was agreed and CIB Members will be interested to hear that the underlying aim is to use the revenue generated for special projects and services for the benefit of the membership.

As indicated above, Staffing Matters at the General Secretariat is an on-going task of the Administrative Committee and these were duly considered.

Membership Fees

Membership fees are decided by the CIB Board subject to ratification by the General Assembly and the Board is strongly guided by recommendations formulated by the Administrative Committee.

The Committee agreed its recommendations and these were transmitted to the Board.

Reference is made to the Financial Report for details.

The Administrative Committee will of course be playing a prominent role in a comprehensive review of the fee structure and membership system and its discussions at the Brisbane meeting were the first stage in this project which by its very nature is of vital interest to the CIB membership.



8. THE CIB PUBLICATIONS COMMITTEE 1998



Composition

At its 72nd Meeting on 11th June 1998 the CIB Board appointed the following as Members of the Publications Committee.

Chairman

Dr. R.V. Milford

Members

Dr. J.R. Duncan, CIB President

Ex-Officio as stipulated in the CIB By-Laws

Prof. R.W. Drummond

Dr. J. Fibiger

Mr. J. De Leeuw



Meeting

The Committee met once during the period under review and details were :

2nd Meeting Brisbane, Australia 14th October 1998

Terms Of Reference

The Board had appointed Members in the first instance to May 1999 and agreed Terms of Reference as follows:

- To report to the CIB Board, Programme Committee and Administrative Committee on issues as appropriate.
- To consider the types of publications that CIB does and could produce and to make recommendations regarding any changes that may be required to assist in:
 - applying the results obtained
 - marketing of CIB
 - handling appropriate commercial aspects.

This consideration should include, but need not be limited to, issues of presentation medium (papers vs. Electronic), presentation style and refereeing of contents.

- To propose a CIB policy on the ownership of intellectual property of the contents of CIB publications.

Action Plan

Within the broad framework of these Terms of Reference the Chairman compiled an Action Plan which was discussed at the meeting and both before and after by Members.

A list of topics meriting the special attention of the Committee was distilled and each was reviewed in depth.

The Chairman collated the resulting input into a Revised Action Plan in which he stated the Background, Goal, Status, Actions and Comments for each.

This Revised Action Plan will be the blueprint for the Committee's work in 1999.

The topics and their corresponding goals are :

1. Impact of the Pro-Active Approach

Goal : Currently under discussion

The Committee has recognised that the Pro-Active Approach should result in high quality, attractive publications and CIB needs to review its policy in the light of the financial requirements, quality and attractiveness of the publications and publishing options.

2. Attractiveness of CIB Publications to Industry

Goal : CIB will produce publications that are attractive and relevant to industry, including best practice reports

3. CIB Publications in Electronic Format (Including the WWW)

Goal : CIB will keep abreast of modern trends in electronic publishing and dissemination of information

4. Quality Systems

Goal : CIB will monitor the quality of all CIB publications and incrementally raise the quality of a selected group of publications

5. Intellectual Property Rights

Goal : To be defined

The Committee has noted the concern expressed in some areas about the possible impact of intellectual property rights on Collaborative Members Projects, especially in the context of the Pro-Active Approach

6. Marketing and Promotion of CIB Publications

Goal : To be defined

The committee has noted the very low sales of CIB Publications and is engaged in investigating the extent of the market and the feasibility of collaboration with a commercial publisher.

