

**Meeting of the Council of Foundation**  
**Wednesday March 3, 2010 – Lausanne – Switzerland**  
**(EPFL – 14.00 –16.00)**

**Participants:**

- Attending:
  - o Abdullah AL-MOGBEL, President (A.AI-M)
  - o Piergiorgio GRASSO , Vice-President (PG)
  - o Felix AMBERG, Secretary (FA)
  - o Martin KNIGHTS (MK)
  - o Sherif WISSA (SW)
- Absent:
  - o Martin HERRENKNECHT
- Other participants, members of the Executive Board:
  - o Andre ASSIS, Chairman (AA)
  - o Claude BERENGUIER, Executive Director (CB)
  - o Daniele PEILA, Technical Director (DP)
  - o Bettina MONNIER-GUGGER, Executive Secretary

**1 – Welcome**

The President welcomes the participants.

**2 – Approval of the minutes of the meeting held on December 7, 2009**

The Minutes were distributed on January 6, 2010.

No comments or modifications required. The minutes are approved.

**3 – Installation of the Foundation**

The registration of the Foundation was published in the “Journal” dated 21.12.2009 under the number 21167; the Foundation is officially registered on 22.10.2009 ([encl.1](#))

CB The formal approvals of the Statutes and By-laws by the Federal authority for Foundations and by the Tax office of the “Canton de Vaud” are on request.

CB The Bank accounts are opened (CHF and €); the corresponding information were sent to the members of the Council; the transfer of the money from the specific deposit amount open by ITA has been requested; the request for a credit card for the Executive Director is on its way.

**4 – Communication**

Following actions were made following the requests during the previous meeting:

MK a. Issue N°1 of the Newsletter was distributed to all ITA contacts (~ 4500 addresses) on February 3<sup>rd</sup>. more than 1000 contacts visited the website after this distribution. The ITA President will prepare the Editorial for the Newsletter N°2 to be published in April.

CB/AP	<p>b. The flyer was accepted (encl. 2); members are encouraged to use it; the secretariat can send paper versions upon request.</p> <p>c. The website was updated: <a href="http://www.foundation.itacet.org">www.foundation.itacet.org</a> ; the webmaster was instructed to make the website as dynamic as possible, especially the welcome page and to update it regularly, at least once a month; the website will have:</p> <ul style="list-style-type: none"> <li>o To be more interactive, for instance through a “Questions + Answers” rubric,</li> <li>o To integrate videos and clips of the training sessions,</li> <li>o To link with the website of the donors and other interested parties.</li> </ul> <p>A data base of former students and of former ITA courses will be studied.</p>
All Memb.	All members will send their proposal to the Secretariat.
BM	<p>d. The Mission Statement was accepted with one change (encl. 3); the two first lines will be used in the letterhead.</p> <p>e. The updated logo was accepted without any change.</p> <p>f. The proposed package to be used for the promotion of the Foundation did not receive any comment; it will be composed, at least, of the Press release of the creation, the updated “Declaration for donors” (encl. 4), the Flyer and the Website welcome page; everybody can add any useful information from the website in this package. The Secretariat can send this package in paper version upon request.</p>

## 5 – Promotion actions

	The following supports will be used:
CB	o In Moscow at the occasion of RTA 20 <sup>th</sup> Anniversary (17-19 March 2010)
CB, PG	o In Argentina during PIARC conference (23-26 March 2010)
MK, FA, PG, AA, CB	o During the WTC 2010 (Canada – May 2010) and 2011 (Finland – May 2011)
(A. AI-M, SW)	o Toward ITA Member Nations: Egypt and other Founders and Donors (Austria, Brazil, Bulgaria, Italy and Saudi Arabia)
All memb.	Each member will send his proposals and requests for documentation in paper version (especially the flyer) for helping to the promotion of the Foundation.

## 6 – Promotion actions for new donors:

	<p>a. Three new donors were registered:</p> <ul style="list-style-type: none"> <li>o SIG (ITA representative for Italy): around 5,000 €</li> <li>o SAPAC (contractor from Saudi Arabia): around 50,000 €</li> <li>o AL-AJMI (contractor from Saudi Arabia): around 60,000 €</li> </ul>
BM	b. The Donors will receive a specific letter of thanks signed by the President as well as their certificate of Donors announced in the Declaration for Donors they are asked to sign; this declaration précised the benefits for the donors, among other information.
AA/CB	c. A report of activity of the Foundation will be prepared for the General Assembly of ITA; the donors will be listed in this report.

## 7 – Updating of the Portfolio

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|-------|--|
| CB/AP | <ul style="list-style-type: none"> <li>a. The Chairman of the executive Board presented the actions done:           <ul style="list-style-type: none"> <li>o The seven first programmes for Seminars and Training Sessions are on line; some of them will receive amendments following the comments made by one of the surveyors, Sebastiano PELIZZA (SP), on Waterproofing, Conventional Tunnelling and Mechanized Tunnelling; the updating will be included in the website.</li> </ul> </li> </ul> |
| AA    | <ul style="list-style-type: none"> <li>o <b>Monitoring and Control:</b> proposed by SP; the draft will be submitted to the ITA-CET Committee during the next meeting on May 17<sup>th</sup>.</li> </ul>  |
| AA    | <ul style="list-style-type: none"> <li>o <b>Geo-investigations:</b> proposed by SP; the draft will be submitted during the next meeting of the ITA-CET Committee on May 17<sup>th</sup>.</li> </ul>  |
| AA/CB | <ul style="list-style-type: none"> <li>o <b>Immersed Tunnels:</b> request made by the Director of Transportation in Abu Dhabi; the prepared draft will be send to Abu Dhabi and will be submitted during the next meeting of the ITA-CET Committee on May 17<sup>th</sup>.</li> </ul>  |
| AA/CB | <ul style="list-style-type: none"> <li>o <b>Utility Tunnels in Cities:</b> request made by the Director of Sanitary Equipment in Bahrain; the prepared draft will be send to Bahrain and will be submitted during the next meeting of the ITA-CET Committee on May 17<sup>th</sup>.</li> </ul>   |
| SW    | <ul style="list-style-type: none"> <li>o <b>Numerical simulation in Tunnels:</b> proposal made by SW; Harald Wagner (HW) is finalizing the draft programme in relationship with SW.</li> <li>o <b>Design for Tunnelling:</b> request made by Malaysia; HW is finalizing the draft programme.</li> </ul>  |
| FA/AA | <ul style="list-style-type: none"> <li>o <b>Tunnelling Innovation:</b> under preparation by Gernot Beer in relationship with FA and AA; the draft will be submitted during the next meeting of the ITA-CET Committee on May 17<sup>th</sup>.</li> </ul>  |
- b. The members commented and the following decisions were asked to the Executive Board:
- o To make a classification of the different topics in categories (Standard courses, advanced courses, tailor-made courses, technological courses...) and to take care of any overlapping among the topics.
  - o To not plan annually for too many actions but to have some courses every year but in different countries.
  - o To study the possibility to prepare “tailor-made” programmes in order to answer to specific needs.
  - o To prepare a geographical and thematic strategy of development for the next 5 years by the next meeting.
  - o To study the possibility to extend from “presence learning” to “distance learning”. after 2-3 courses on the same topic.

## 8 – Follow-up of the programme of activity (July 2009 – June 2010)

- a. **Saudi Arabia:** see Newsletter; no particular comment from the President.
- b. **Canada:** WTC 2010 Training Session (AA - CB): “General Tunnelling” – 14-15 May 2009: programme enclosed ([encl. 5](#)). The invitation to the representatives of the Developing countries was indicated in the Newsletter.

- c. **Italy:** Ms Course on Mechanized Tunnelling – Politecnico di Torino: Search for long practical stage for Students coming from Costa Rica and Venezuela.

## 9 – Indications concerning the Budget July 2009 – June 2010

- a. The report from the Treasurer will be done later, after a more significant period of time (only 4 months at present).
- b. It is proposed to fund some following actions:
- o Scholarship for Master Courses
  - o Scholarship for WTC 2010
  - o Workshop for representatives of Developing Countries; for example: Thailand or Singapore for South-East Asian countries and Chile or Brazil for Latin American countries (Colombia, Peru, etc.)
- c. SW would like the Foundation to activate the network of the ITA Member nations in asking for proposals of actions: training sessions, scholarship, etc.
- d. SW also proposed to sponsor experts as visitor lecturers to universities for developing their courses on Tunnelling.

These proposals were accepted.

## 10 – Preparation of the programme of activity July 2010 – June 2011

### 10.1 – Proposed actions and status

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| AA/FA/CB | a. <b>Finland:</b> WTC 2011 Training Session: “Sprayed Concrete – Holistic approach”. Under preparation with the WTC organizers.  |
| AA/CB    | b. <b>Abu Dhabi:</b> Training Session on “Immersed Tunnels” – 2 <sup>nd</sup> week of September 2010 - under preparation with the Department of Transportation.   |
| AA/CB    | c. <b>Bahrain:</b> Training session on “Utility Tunnels in Cities” - under preparation with the Ministry of Public Works.   |
| AA/CB    | d. <b>Malaysia:</b> Training Session on “Design for Tunnelling” on 27-28 February 2011 just before the Conference on Tunnelling organised by the Institution of Engineers – under preparation.  |
| CB       | e. <b>Singapore:</b> request received to finance travel and accommodation to representatives from South-East Asian developing countries (Laos, Myanmar, Vietnam, etc.) in the training programme developed by TUCSS (expected); the chosen date will have to be clearly different than the one in Malaysia. |
| CB       | f. <b>Thailand:</b> proposal made to organize a 2-day training session: positive answer of principle received from TUTG – topic to choose - to be organize late 2010 (expected)   |
| CB       | g. <b>India:</b> Request received for 7 training sessions (the 7 topics on the present portfolio) – 2 on Health and Safety and another topic (to be chosen) expected to be organized by the end of 2010 – under preparation.  |
| AA/FA/CB | h. <b>Asia: Workshop</b> Follow-up TUNCONSTRUCT – Seminar on Innovation in Tunnelling: under preparation.   |

- CB
- i. **Workshop for South American Countries – BIID, CAF** (Colombia, Peru, etc).
  - j. **Russia:** Seminar on “Holistic Approach for Modern Conventional Tunnelling” – Sochi – October 2010 on request of Normet and Atlas Copco – Under preparation.

## 10.2 – Comments and Decision

- The members welcome the programme even if they consider it is very ambitious.
- AA The Chairman of the Executive Board also proposed to organize a seminar on the budget of the Foundation (at least partly) in a developing country (Peru for example).
- CB The President asked to plan some alternatives in case of the impossibility to organize some of the planned actions.

## 11 – Presentation of the Budget for July 2010 – June 2011

- CB The members asked for a new presentation of the Budget before the next meeting in order to better show the planned evolution of the Fortune of the Foundation according to the actions toward the developing countries and according to the administrative expenses.
- The decision will be taken during the next meeting in June 2010.
- The Business Plan will maybe have to be updated accordingly.

## 12 – Next Meetings

- AA/CB Meeting on Tuesday June 22, 2010 in Lausanne in the morning for the decision concerning the Strategy for the next 5 years and in the afternoon for the decision concerning the Budget for the period: July 2010 - June 2011.
- Meeting on Tuesday September 14, 2010 in Lausanne for the closing of the accounts for the period: July 2009 – June 2010.
- Meeting in March 2011 for presentation of the Budget July 2011 – June 2012.

## 13 – Miscellaneous

- CB The President asked to study the technical and administrative possibility to build on the premises of the EPFL a small house for the head office of the Foundation.
- An appointment with the President of EPFL is under preparation for his next visit on 22 June.



C. Berenguier  
Executive Director  
March 15, 2010