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#### EUROPEAN FEDERATION OF FOUNDATION CONTRACTORS

**A Meeting of the EFFC Officers will be held on Thursday 10 October 2017 from 9.30am to 16.300pm Colegio de Ingenieros de Caminos, Canales ~~Caminos~~ y Puertos, Calle de Almagro, 42, 28010 Madrid, Spain**

**PRESENT:**

In the Chair Hans-Joachim Bliss President (Germany)

Officers

 José Candela Spain

 Andreas Körbler Austria

 Andrea Acerbi Italy

 Martin Blower UK

In Attendance: Ciaran Jennings Secretary

The President welcomed everyone to the meeting.

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| 26/17 APOLOGIES FOR ABSENCEChris Primett, UK and Olivier Peter France, both advised they would be unable to attend owing to unexpected personal circumstances. It was noted that the AGM was to be Chris Primett’s last EFFC meeting as he handed the role of Officer to Martin Blower. It was suggested that the next Executive meeting should be hosted in the UK in order to provide an opportunity for Chris to attend for the EFFC to show their appreciation for his contribution to the EFFC.  |  |  |  |
| 27/17 Approval of MinutesThe minutes of the meeting on 22 June in Paris were approved. Under the review of actions José Candela raised the issue of the Romanian Federation’s subscription. He explained that unless the subscription was reduced they would leave the EFFC. This was owing to the Federation having already lost a Member, with another one concerned about the amount the Romanian Federation was costing to support and the EFFC subscription in particular. He noted that the Romanian market was very difficult and the companies operating in it did not want to cooperate with one another. The President stated that if the Romanian Federation if the Romanian Federation prefers to withdraw its previous consent to increase its subscription to the nominal value within the next two years and stays at the level of €1,500, then this would be acceptable. The President suggested this proposal is presented to the AGM for approval.  |  |  |  |
| 28/17 Increasing the value of the effc to members*[Note: please also cross-refer to 30/17 below and the discussion on Working Group Management]*The Secretary reminded the group that this item had been added to the agenda at the last meeting with a view to developing initiatives that would create direct benefit to Member companies of the National Federations. He gave the example of the Support Fluids and Tremie Guides as projects that were successful and suggested that the Technical Working Group could develop a technical specification for working platforms.Hans Joachim Bliss commented that currently the working groups are discussing topics without bringing them to a firm conclusion or producing an outcome or document that can be used. He proposed that some of the subjects in the working groups be taken out of them and put into task groups. The Tremie Guide project was the perfect example of this approach. He also commented that the website was still not delivering all that he wanted it to in terms of networking activity and updates and that this needed to be thought about. José Candela commented that the Technical Working Group was primarily focused on the revision of the CEN standards. The Working Group should not spend so much time on these subjects and look at the practical issues on site that contractors are facing. He added that it is possible for the Working Groups to produce results but they need better direction to do so. Hans reported that he attended the Health & Safety meeting in order to assess how well led it is and what the group is doing. He thought Martin Sonnberger was a very good Chair of the meeting, however he is very overworked owing to his role in Porr and this would make it difficult for him to drive the working group. The President proposed that a Task Group be created to create a Working Platform Certificate scheme for the EFFC that the National Federations could adopt. It was agreed that this was an approach that should be followed. Hans felt that a leader should be appointed who could lead his own team to drive the project to a conclusion. The Secretary suggested that Jim De Waele could be approached as he was very familiar with the UK scheme and had proposed that it be adopted at EFFC level previously. Martin Blower committed to speak to him. [Post meeting note, Jim agreed to lead this group.] Hans Bliss proposed that the TG should produce the Certificate and a position paper with accompanying advice on implementing the initiative at national level. It was agreed that the TG should seek to have achieved this within a 12 month timeframe. Martin Blower commented that the FPS experience has been that once the Working Platform Certificate was created it takes a lot of time to amend it as it has to go through the Committee system within the Federation. The Secretary agreed and explained that the working platform certificate needs the collaboration of safety, contracts and technical experts to ensure it is fit for its purpose. The best method of adopting the Certificate at national level was discussed. It was stated that the UK experience had been that the scheme became successful once the government health and safety authorities had become involved and backed the scheme. José Candela commented that the safety aspect of the platform certificate was likely to be the way to promote the initiative in most countries. He believed it is important to get the support of project safety co-ordinators.  | **M Blower** |  |  |
| 29/17 Rig Standard EN16228The Secretary reported that the conflict between the different standards had been resolved via the CEN/ISO protocol for managing these issues. This involved certain machinery being removed from the Rig Standard and dealt with under the Rock Drilling standard that is in development. However, this still leaves open the possibility that unguarded Rock Drilling Equipment will be sold to, or used by, geotechnical contractors. This could leave contractors open to prosecution in the event of an accident and a less safe working environment for site workers. This is due to unguarded rigs being non-compliant with the EU’s Machinery Directive that requires people are protected from the moving parts of any powered equipment. The EFFC draft position paper was reviewed and amended to * Confirm that the EFFC’s commitment to the EN16228 standard
* State that EN16228 conforms to the Machinery Directive, which the proposed “Rock Drilling” standard will not
* State the EFFC’s support for the ongoing development of the standard to find safer and more efficient alternatives to guards in the future.

The amended statement shall be presented at the AGM and then posted to the website with an accompanying news story. It was also requested that a method be created to notify Members and newsletter recipients of new news stories and content on the website. The Secretary agreed to look into this.  | **EFFC Secretary** |  |  |
| 30/17 Working Group managementThe President asked the group to consider the topics the Working Groups are dealing with so that subjects that are being addressed by more than one group can be managed more clearly. He proposed that a structured agenda be created for each Working Group to use as basis for what the Executive Committee wanted from the WGs. A schedule of the agenda topics was presented that set out what each Working Group was reviewing. This schedule highlighted those topics that are common across the WGs such as Mutual Recognition and Working Platform Safety. In discussion it was determined that the WGs should have three standing items:1. Relationships with External Bodies
	* + - Contracts WG - FIEC TEC1 Commission
			- Health & Safety WG and FIEC SOC1/SOC2 Commissions
			- Technical WG, CEN/TC and ISO
2. Contractual Issues, Safety Issues, Technical issues respectively
3. Contribution to the EFFC website

It was also determined that three Task Groups should be proposed to the Council to deal with the issues of Mutual Recognition, Sustainability and the Working Platform Certificate. In each case a TG lead should be appointed who will choose a team and set a programme of activity. In the case of Mutual Recognition, Hans Bliss committed to lead this group. On the issue of sustainability José said that he believed it needed a new mentality and that as part of his time as President he would like to encourage younger people to be involved in the EFFC’s work. Hans commented that he had a group of 30 young professionals who he would like to involve and see supported within the industry. It was suggested that Olivier Peter be asked to consider a strategy for sustainability with a view to setting up the Task Group. The Secretary commented that the Carbon Calculator group had a good and young group of people working on it who all had a personal interest in Sustainability and might be co-opted into a Task Group. Andreas Körbler agreed to take on this task if Olivier was unable to do so. José commented that it was important that the integrity of the WGs was not compromised by removing the most important topics from them. It was agreed that this was an important consideration. However, no progress had been made on these subjects in the past two years and it was necessary to take a different approach to move them forward. It was also suggested that these subjects should come back into the WGs once the work of the relevant task group has been concluded. During the discussion the relationship with FIEC was raised. Hans Bliss reported that he had passed a letter to FIEC’s President, Jean-Louis Marchand, with a list of topics that the EFFC wished to have the support of FIEC to address. Although FIEC had requested this information from its member it was clearly a surprise to the President that he was given this letter. However so far there has been no response from them and they will need to be prompted by the new EFFC President. **Appointment of new Working Group Chairmen**The President raised the issue of how new Working Group Chairmen are appointed. In the past succession planning was done within the Working Groups without major influence of the Executive Committee or Officers. He proposed to install a process whereby WG Chairs succession candidates are proposed to the Executive Committee, with details of their experience to lead the Working Group.  |  |  |  |
| UPDATES ONLY31/17 **Rome 2018 Conference**The Secretary gave an update from the most recent call with the organising committee of the Conference. He said it was now very important to approach the European mega projects to invite them to participate in the conference. He explained that the DFI would like the contacts at the organisation to submit some information about the project in order that the projects can be chosen for inclusion in the programme. For this purpose the DFI have created a link to an online survey that they wished to include in the formal invitation letter. Alternatively they suggested that Mary Ellen Large could interview the contacts. It was strongly felt that the relationship and contact with the European projects should be kept within the EFFC. It was similarly felt that the questionnaire process was not appropriate. In addition José Candela and Andrea Acerbi commented that they and Danniele Vanni did not agree with Massimo Grissolia’s wish to have a water supply infrastructure project to be included as the Italian project in the programme. In their view the Roma Metro is a more relevant project that should be included, especially given the location of the conference. The Officers committed to find someone to approach the following projects:* Fehmarn Belt – Hans Bliss via Frank Haenig
* Brenner Tunnel – Andreas Körbler
* Schwarzkopf tunnel – Hans Bliss
* Grand Paris – Olivier Peter
* Roma Metro – Andrea Acerbi
* TELT Project – Andrea Acerbi/Hans Bliss

Concerns were raised about the DFI continuing to overlook the EFFC’s requirement for European Contractors to determine who from their organisation would be involved in the planning of the conference. It was noted that Piero Roberti needed to be withdrawn from the list of people involved in the conference as his time had been committed without reference to Bauer. Ciaran committed to raising this issue with Theresa Engler **Tremie Guide & Support Fluids guide**Both projects are progressing and shall be reported on during the AGM.  | **All****EFFC Secretary** |  |  |
| 32/17 EFFC Corporate videoThe Secretary presented an outline proposal and budget for developing a corporate video for the EFFC. He anticipated that the project would need to have a mixture of supplied video from EFFC Members showing projects and people at work and video that is shot by a film crew for the project. It was suggested that drone footage could be used to make the job site scenes more interesting and dynamic. Working Group Chairs and Executive Committee members and Officers could be filmed to explain what the role and function of the EFFC.It was requested that the video target young professionals in order to attract their interest. It was agreed* A €10k budget shall be assigned for the project
* A roadmap of content and a script should be put together
* A request for video content should be sent out to the Executive Committee
 | **Secretary** |  |  |
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| 33/17 Accounts and financeThe budget for 2018 was reviewed and it was agreed the following changes should be incorporated for presentation at the AGM for approval:* A breakeven cost and income for the DFI/EFFC Conference should be shown
* A €10k budget for the EFFC corporate video should be included in the Special Projects items
* €10k of Affiliated Membership income should be included
 | **Secretary** |  |  |
| 34/17 EFFC & Forum Court ContractThe Secretary presented a draft contract for discussion. He explained that the EFFC had originally employed Dianne Jennings to provide the Secretariat. Dianne had incorporated herself as a company some years ago at which point the contract transferred to being with Forum Court Associates. It had previously been agreed that a new contract should be signed that made the contractual relationship clear between the EFFC and Forum Court. In discussion it was requested that a schedule be added to the contract that set out an acceptable performance commitment in relation to the update of the EFFC website. This should include (but not limited to)* Regular reminders being sent to the Health & Safety WG to provide their content, tool box talks and articles to the website
* Reminders to the Executive Committee of articles and contributions that we want – e.g. the From the National Federations
* Regular updating of photos to the site from EFFC meetings

A checklist of items should be developed to ensure that necessary updates are made after every meeting. It was also reported that images were not always loading correctly on the website. Ciaran committed to look into this issue.  | **Secretary****Secretary** |  |  |
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| 36/17 AOB36/17 NExt meetings* + Thursday 22 February
	+ Thursday 21 June
	+ Thursday 4 October

Tasks and Actions list

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| Issue/Project | Task | Responsibility |
| Rig standard | Draft revised position statement | Secretary |
| EFFC/DFI Conference | Mega projects to be approached* Fehmarn Belt – Hans Bliss via Frank Haenig
* Brenner Tunnel – Andreas Körbler
* Schwarzkopf tunnel – Hans Bliss
* Grand Paris – Olivier Peter
* Roma Metro – Andrea Acerbi
* TELT Project – Andrea Acerbi/ Hans Bliss
 | All |
| EFFC/DFI Conference | Secretary to raise concerns about the list of invited participants in the organising and technical committees. | Secretary |
| Budget 2018 | Agreed amends to be made ahead of AGM presentation  | Secretary |
| EFFC Corporate Video | Create a roadmap for content, script and request to Members for content | Secretary |
| EFFC/FCA Contract | Website update schedule to be created  | Secretary/ |
| EFFC website | Investigate issues with photos being uploaded/not displaying correctly.  | Secretary |

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