

Meeting of the GCREAS' Board of Directors

Teleconference originated in Dominican Republic, 11 of March, 2010

Aid Memoir

I. Introduction

- 1.1 On the date, the members of the GCREAS Board of Directors met via teleconference, with the purpose of considered the points that remained pending in the Board meeting of February 19.
- 1.2 The following directors were present at the meeting: Garth Kiddoe, Chairman, PD Jamaica; Martín Candanedo, Vice-chairman, PD Panama; Miguel Escala, Treasurer, PD Dominican Republic; Carlos McLean, PD Panama; Rafael Rodriguez, PD, Dominican Republic PDs Dominican Republic; and Noel Brown, AD Jamaica.
- 1.3 With the required quorum confirmed, the Board addressed the following work agenda:
 1. *Creation of the Accreditation Council*
 2. *Plan for implementing the system*
 - a. *Legal incorporation of GCREAS*
 - b. *Creation of Executive Directorate*
 - c. *System's operational budget and funding*
 - d. *Plan for the 1st Accreditation Cycle*
 - i. *Identification of programs that will participate in the pilot accreditation*
 - ii. *Identification /training of pair evaluators and mentors for pilot accreditations*
 - iii. *Funding for training visits (shadow visitors) with DAAD, USA & Canadian embassies, SENACYT, MESCyT*
 - iv. *Shadow visits*
 3. *Miscellaneous.*

II. Main issues discussed and conclusions

1. Creation of the Accreditation Council

- 2.1 The Board agreed on the following procedure to select the members of the accreditation council:
 - a. By March 26, 2010, all NCs will submit in writing to GCREAS' Executive Director a list of candidates for the AC, including names and CVs.
 - b. The ED will prepare a proposal for designation of AC members and will submit it to the Executive Committee.

- c. The EC will review and may revise the designation proposal, thereupon circulating it in writing to the GREAS Board for approval by *short procedure*.
- d. By “short procedure” is meant that, once a Board resolution is circulated for approval, if no objection by any Principal Director, or the corresponding Alternate Director, is received in writing by the ED during the time period specified by the Executive Committee in its request for approval -by default 7 working days, starting on the working day after the request was posted- the said resolution is automatically approved and adopted by the Board. A short procedure will be applied in lieu of a Board full meeting. If any Principal Director, or the corresponding Alternate Director, interrupts the short procedure by presenting a written objection within the allotted time, the objection will be considered by the EC and a new resolution will be circulated for approval by short procedure; or -if necessary to call for a vote on the resolution- by a full meeting of the Board. For the purpose of this and all other procedures of the Board and the NCs, and except when explicitly stipulated, any motion, resolution, objection or proposal is considered circulated in writing if the posting is done via physical or electronic mail.
- e. Once the resolution of AC member designation is adopted, a one day meeting will be organized whereupon members will meet each other; will be fully acquainted with their responsibilities and procedures under GREAS norms and policies; and will be formally sworn-in

2. Plan for implementing the system

a. Legal incorporation of GREAS

- 2.2 The Board took note of the fact that the GREAS incorporation documents were physically in Jamaica at the moment of the meeting, for collection of Mrs. Ethley London’s (UCJ) signature. It also considered the fact that the signatures of Mr. Gustavo Batista (ADAAC) and Mr. Franklin García (UASD) were still to be collected in the DR, before the actual incorporation could be accomplished.
- 2.3 These circumstances, plus the fact that the period allowed for the legal deposit of the incorporation documents with the Dominican authorities expires on March 18th, 2010, gave urgency to the need for the said documents to be sent back to DR, to complete the remaining tasks for incorporation.
- 2.4 Mr. Kiddoe expressed the commitment to send the mentioned documents on the present date from Jamaica to the DR via express courier. Once the documents are received in the DR, the E.D. will collect the remaining signatures and coordinate with INTEC’s attorney the relevant actions to legally incorporate the GREAS organization. In the meantime, letters will be sent to engineering accreditation agencies in the region, giving official notice of the GREAS creation.

b. Creation of Executive Directorate

- 2.5 The Board acknowledged that, even though the functions of Executive Director have been undertaken on an interim basis by the GREAS Project Coordinator, Dr. Hugo Pirela, the need was already present to begin providing the Executive Directorate with its conditions and instruments to operate independently of the GREAS Project’s coordination as soon as possible, in the locale donated by CODIA for the GREAS Office, in Santo Domingo.

2.6 Pursuant to the above, the Board agreed to explore the possibility of funding the GCREAS office's basic furnishing with the resources donated by Hewlett Packard Laboratories to the GCREAS Project. It also instructed the ED to present the Executive Committee with an estimate of the operational budget of the Executive Directorate.

c. System's operational budget and funding

2.7 The Board recognized the need to make a decision on the fees, contributions, service tariffs and other charges the GCREAS might assess in order to cover its operational costs, in accordance to the relevant policy stipulations of the GCREAS Consensus Document. With a view to that, the Board instructed the ED to produce an estimate of GCREAS' expenditure budget for 2 years, including the operational budget of the Executive Directorate mentioned in par. 2.6 of this Aid Memoir.

2.8 In what concerns the income budget, the Board agreed to contact several institutions for possible sources of funds to complement any GCREAS' own internal revenues from the assessment of fees, commissions, service tariffs, etc. Director Escala expressed the commitment of applying for financing with the European Union, in the form of an EPA project proposal to leverage GCREAS' consolidation as an operational system. Also he committed to approach RD Ministry of Higher Education (MESCyT) on possible financing for the same purpose. Director Rodríguez also committed to explore the possibility of acquiring resources from the DR Congress via CODIA, towards the same goal

2.9 The consolidated income & expenditure budget will start either at mid 2010 or at the beginning of 2011; depending on the presence and availability of funds, and the legal requirements on the matter. The ED was instructed to find out what was the DR law's requirement about the start of the fiscal year for an NGO like GCREAS

d. Plan for the 1st Accreditation Cycle

2.10 In order to have a basis for planning the 1st GCREAS accreditation cycle, the Board instructed the ED to present the Executive Committee with estimates of: (i) a time schedule for the necessary activities; (ii) a cost budget.

(i) Identification of programs that will participate in the pilot accreditation

2.10 The Board instructed that, before the 31st of March 2010, in a written communication to the Executive Committee, all NSCs will identify the engineering programs that will be included in the 1st accreditation cycle in DR, Panama and Jamaica. In the present meeting the directors from Jamaica designated the Engineering Program of the *University of Technology*, Jamaica (Utech), as the program from this country to be included in the 1st accreditation cycle.

2.11 Given the lack of response so far by the institutions from Trinidad & Tobago that have been invited to participate in GCREAS, the Board recognizes as not feasible the initial intention to present a T& T engineering program for inclusion in the 1st GCREAS accreditation cycle, as participant from the English-speaking Caribbean. So, instead, it accepts the designation of the program at *Utech* in that capacity.

(ii) Identification/training of pair evaluators and mentors for pilot accreditations

2.12 Also, the Board instructed that, before the 30th of April 2010, in a written communication to the Executive Committee, all NSCs will provide a list of individuals from each country

pre-selected as candidates to become official GREAS evaluators, with the understanding that such evaluators will perform the engineering program evaluations on a voluntary and *ad honorem* basis. The Executive Committee will consolidate the proposals from each country and will submit the resulting list to the Accreditation Council for consideration in the final selection of candidates. The AC may, as it deemed appropriate, add candidates to this list.

- 2.13 The candidates, along with the selected engineering programs, will then be invited by the Accreditation Council to be trained through the GREAS training facility, as it becomes available on line. In the case of the evaluators, training will include proficiency tests provided by the on-line system, whose results will be included among the factor applied by the Accreditation Committee in their final selection of evaluators.
- 2.14 The Board discussed the possibility of inclusion in the list of evaluator candidates of individuals already trained by other accreditation agencies (such as CACET) and concluded that by default, all GREAS candidate evaluators must pass GREAS's own training and test process to become eligible as a system's official evaluator.
- 2.15 The Board took notice that the GREAS Project includes funds for *mentors* from senior accrediting agencies to accompany the evaluation visits during the 1st accreditation cycle. Therefore it approved that the ED should explore availability of such mentors in the CEAB, ABET and other agencies, to help GREAS orient, and learn lessons from, the activities of the 1st accreditation cycle.

(iii) Shadow visits

- 2.15 Training of evaluators may also include shadow visits accompanying CEAB or ABET evaluation parties, when possible. For this purpose, the Board instructed the ED to inquire with the above mentioned agencies, in order to establish the relevant schedules for possible inclusion in the GREAS Project schedule for 2010.

(iv) Funding for training (shadow) visits

- 2.16 The Executive Director informed that the current GREAS Project budget includes lines of funds to cover several types of travel associated with accreditation process, which, with the no objection of the financing institution, IADB, might be used to fund the training visits. Accordingly, the relevant coordination will be made

3. Miscellaneous.

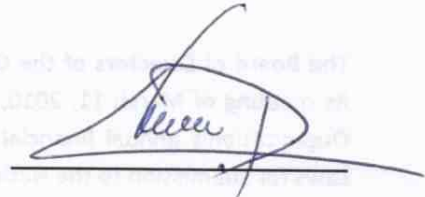
- 2.17 The Board stipulated that efforts should be made to finance, with GREAS Project funds, the attendance of representatives from GREAS agency to the *Caribbean Conference on Higher Education* to take place in Suriname, on April, 12-13.
- 2.18 Chairman Kiddoe requested that all NCs send a.s.a.p. a notice of their activities to be published in the GREAS Website. The E.D. informed that, to the date, the GREAS Project coordination was still waiting for pictures it requested from one of the founding organization, in order to include all parties' relevant information in the updating of the web-site with the notice of the GREAS Agency's inaugural meeting. Mr. Kiddoe suggested that the page be updated only with the information already at hand.

2.19 Mr Kiddoe proposed a *resolution* to include *Audited Audited Statements* in the organization's annual financial reports. The Board approved the resolution unanimously and authorized it to be signed by the Chairman and be applied administratively from the date on, as part of GCREAS' norms and procedures, until the time comes when it can be duly incorporated in the Organization's By-laws. See resolution attached

With the authorization of the GCREAS Board of Directors, signed in approval:



Mr. Garth Kiddoe
Chairman



Dr. Hugo Pirela
Executive Director

Attachment: Resolution BD-10-01: *Audited Financial Statements*



BOARD OF DIRECTORS RESOLUTION: BD-10-01

March 2010

Audited Financial Statements

The Board of Directors of the Greater Caribbean Region Engineering Accreditation System, in its meeting of March 11, 2010, resolves that *Audited Financial Statements* be included in the Organization's annual financial reports stipulated in article 21 (iv) of the Organization's By-Laws for submission to the National Committees.

With authorization by the Board, signed in approval:


Garth Kiddoe
Chairman