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## INTERNATIONAL COUNCIL MEETING #25

Formal Minutes of Meeting held on Wednesday 9 and Thursday 10 December 2009, at the Convention Centre, Washington DC, USA

### 1 Attendance

#### 1.1 Membership, Attendance, Alternates and Proxies

IC 09/009

Chapter		Membership	Attendance	Alternates	Proxies
International Council	Chair	Patrick MacLeamy (PML)	Y		
Australasian	Chair	John Mitchell (JM)	Y		
	Second	Peter Scuderi (PS)	N		
Benelux	Chair	Wubbo Hazewinkel (WB)	N	Gerrie Mühren (GM)	
	Second	Joost (Joseph) Wijnen (JW)	Y		
China (suspended)	Chair	Li Chushu (LC)	N		
	Second	Cui Lu (CL)	N		
French Speaking	Chair	Bruno Slama (BS)	N	Frederic Grand (FG)	
	Second	Alain Maury (AM)	Y		
German Speaking	Chair	Rudolf Juli (RJ)	Y		
	Second	Rasso Steinmann (RSt)	Y		
Iberian	Chair	Sergio Muñoz (MM)	N		
	Second	Pedro Malo (PM)	N		
Italy	Chair	Emilio Pizzi (EP)	N		Vladimir Bazjanac (VB)
	Second	Vittorio Caffi (VC)	N		
Japan	Chair	Mikio Shoji (MS)	N	Yoshinobu Adachi (YA)	
	Second	Juni-ichi Yamashita (JY)	N		
Korea	Chair	Sang-leem Lee (SL)	N	Byung-chul Kang (BK)	
	Second	Inhan Kim (IK)	Y		
Middle East	Chair	Tahir Sharif (TS)	Y		
	Second	David Jellings	N	Leif Granholm (LG)	
Nordic	Chair	Jøns Sjøgren (JS)	Y		
	Second	Jan Karlshøj (JK)	Y		
North American	Chair	Tom Gay (TG)	Y		
	Second	David Hammond (DH)	Y		
Singapore	Chair	William Lau (WL)	Y		
	Second	Cheng Tai Fatt (CTF)	N		
UK	Chair	Mark Bew (MB)	N	Nick Nisbet (Thurs)	
	Second	Christopher Groome (CG)	Y		

## 1.2 Officers

Name	Position
Oivind Rooth (OR)	Deputy Chair
Francois Grobler (FG)	ITM Chair
Deke Smith (DS)	ExCom Member
Rasso Steinmann (RSt)	ExCom Member & Implementer Support Co-ordinator
Vladimir Bazjanac (VB)	TAG Leader
Christopher Groome (CG)	Company Secretary & Business Manager
Thomas Liebich (TL)	MSG Leader
Bjorn Stangeland (BSt)	Product Manager

1.3 Also present at some time during the meeting were 9 other members, making 37 in total.

## 2 Welcome

2.1 The Council was welcomed to Washington by representatives of the North American Chapter. PML thanked the Chapter for their hospitality and the meeting arrangements.

2.2 PML paid tribute to Jeffrey Wix who had died since the Paris meeting and dedicated this meeting to his memory.

## 3 Minutes of Council Meeting #24 in Paris

IC 09/007

3.1 Approved, subject to noting that the Benelux Chair did not attend and that Gerrie Mühren attended as an alternate on the Thursday.

## 4 Chapter Status Reports

4.1 Received.

4.2 Representatives of the new Middle East Chapter were formally welcomed. Their offer of help in setting up an Indian Chapter was gratefully received.

4.3 It was noted that the Italian Chapter had paid the previous arrears. It was also noted that the Chinese had been suspended for being in arrears and that contact had been made by other organisations in China wishing to be involved.

## 5 Accounts 2009 (to 10/11/09)

IC 09/011

5.1 Received.

5.2 It was noted that in addition to the Chinese Chapter, the Australasian, Iberian and Korean Chapters had not yet paid their 2009 dues. With these payments a breakeven outcome was likely.

## 6 buildingSMART International Organisational Development IC 09/012

6.1 As main author OR presented the ExCom report, together with the Annex summarising what building SMART International was about.

6.2 Members welcomed the report and the time which had been given for Chapters to consider it before the meeting. The general approach was supported and a number of detailed suggestions were

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made for consideration by ExCom. As a result ExCom came back with a revised version of the two page Annex which was agreed for immediate use. Chapters were given a further period for consultation on the main document to the end of January 2010, after which ExCom would prepare a final draft for the IC meeting in Korea. This would be accompanied by any necessary changes to the constitution.

## **7 Budget Strategy 2010** IC 09/013

7.1 The ExCom proposal for a top down budget in 2010 was approved.

7.2 It was noted that ITM had already responded to the challenge by producing proposals for using core funding and for seeking separate funding for a number of other initiatives. IUG would be forming its proposals for discussion with ExCom in the new year.

## **8 User Group/IDM Report** IC 09/014

8.1 BSt and TG presented the outcome of the successful IUG meeting which they had facilitated the previous day. The resolutions of the meeting were dealt with later in this meeting. A Chair would be elected at the next meeting and a proper process would be employed to recruit a new IDM Co-ordinator to succeed Jeffrey Wix.

## **9 Agenda Committee**

9.1 It was agreed to appoint a three member Agenda Committee consisting of OR, JM and CG to plan the meeting and prepare resolutions.

## **10 ITM Report**

10.1 FG presented the highlights of the ITM meeting. The main outputs are contained in the resolution section.

10.2 RSt made a detailed presentation on the proposals for improving the certification process, which were welcomed.

10.2 TL presented the MSG report and the priority for launching IFC2x4 at the meeting in Korea.

## **11 IFD-Library Report**

11.1 Jakob Mehus reported on the progress so far in the group and on their three year plan. A productive meeting had been held with ExCom and it was intended to secure more bSI and Chapter participation in the future. The report was welcomed by IC.

## **12 Resolutions**

12.1 The following resolutions were recorded:

### *IUG 1*

Resolution 1-1: IUG recommends IC to extend user group membership to achieve a global view to strengthen IUG's capacity to act as a *strategic advisor* to IC.

*Voted: Yes*

Resolution 1-2: IUG requests IC to address the *certification of processes*

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used today - BIM for a specific purpose - as a crucial validation layer.

*Voted: Yes*

Resolution 1-3: IUG recommends IC ensure the *creation of IDMs shall be a priority.*

*Voted: Yes*

Resolution 1-4: IUG recommends IC to expand IFD & IFC to cover more widely the built environment.

*Voted: Yes, in due course.*

Resolution 1-5: IUG requests IC to invite Chapters to nominate a *voting UG representative.* Chapter UG representatives shall be from the real user community (stakeholders etc. rather than elected officials from Chapter); shall be as inclusive as possible, motivated, representing many areas such as fabricators, regulators etc.; and from both horizontal and vertical organisational types. A suggested *UG organisational model.* city/regional based, domain based, chairs form a national UG, who decide an IUG representative.

*Voted: Yes*

Resolution 1-6: IUG recommends IC to undertake the development of *User Guides* (ENG initially) to inform users of technical and organisational aspects of the deployment of IFC based tools.

*Voted: Yes*

Resolution 1-7: IUG recommends IC to raise awareness of the *IUG and Chapter User Groups*

*Voted: Yes*

Resolution 1-8: IUG recommends IC request ExCom to update the *IUG Charter document* with changes from this meeting; distribute immediately to all Chapters, request their reviews by 30 Jan 2010, analyse comments and present a final document for adoption at the Korea Summit April 2010.

*Voted: Yes*

### *ITM 43*

Resolution 43-1: ITM acknowledges the contributions of TAG and expresses appreciation for the service of scholarship and counsel. ITM shall strive to keep TAG informed of decisions and events in a timely manner and shall request the same from ExCom.

- MSG budget was approved
- Team on Certification Commended
- ITM shall pursue and evolve new, more efficient ways of working
- By end of each meeting ITM shall draft agenda for next meeting

*Voted: Yes*

### *IC 25*

Resolution 25-1: IC resolves to adopt the *Paris IC Meeting Minutes (IC 09/007)*, dated 22 May 2009

*Voted: Yes*

Resolution 25-2: IC requests ExCom to review the execution of resolutions and provide recommendations to the Seoul IC Meeting April 2010

*Voted: Yes*

Resolution 25-3: IC requests all Chapters to undertake a detailed review of the *Organisational Development paper (IC 09/012)*, and report back to ExCom by 30 Jan 2010 so that an agreed document can be tabled at the Seoul IC Meeting April 2010.

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*Voted: Yes*

Resolution 25-4: IC accepts the *Organisational Development Annex (IC 09/012)* as revised at this meeting (2 pages).

*Voted: Yes*

Resolution 25-5: IC requests ExCom to include the *Rules for ExCom Appointments* in the *Organisational Development (IC 09/012)*.

*Voted: Yes*

Resolution 25-6: IC requests all Chapters to review and propose alternative figures/diagrams for Figures 1 & 2 of the *Organisational Development Annex* paper (IC 09/012), by 30 Jan 2010 so that an agreed document can be tabled at the Seoul IC Meeting April 2010.

*Voted: Yes*

Resolution 25-7: IC resolves all Chapters shall publish the *Organisational Development Annex* on their respective websites, as soon as practical.

*Voted: Yes*

Resolution 25-8: IC requests IUG and ITM to provide a *Policy Document* together with their budget requests, so that members can understand the business requirements and priorities for development, and allow opportunities for sponsored or external project support.

*Voted: Yes*

Resolution 25-9: IC requests ExCom to undertake the appointment of an *IDM Coordinator*. The appointment shall be determined by a *Working Group* of Francois Grobler (ITM), Jøns Sjøgren (ExCom), Thomas Gay (NA Chapter) assisted by Christopher Groome (INT Business Manager). Francois Grobler is requested to write a person specification for the position.

*Voted: Yes*

Resolution 25-10: IC invites Chapters to nominate *International IDM Coordinator candidates* by 20 Jan 2010 so that an appointment can be made well before the Seoul IC Meeting April 2010.

*Voted: Yes*

Resolution 25-11: IC resolves that all IC documents, minutes, resolutions and the like shall be made openly available on buildingSMART's international website.

*Voted: Yes*

Resolution 25-12: IC requests ExCom to review the *Memorandum & Articles of Association* to create the *User Group*, and bring them into alignment with the proposed changes in the *Organisational Development* paper (IC 09/012).

*Voted: Yes*

Resolution 25-13: IC resolves to accept the *IFD Report* including the intention to prepare a 3 year plan, the cost of continuing development, and proposals for involving buildingSMART International and the Chapters.

*Voted: Yes*

Resolution 25-14: IC requests ExCom to liaise with representatives of the *IFD Library Group* to prepare recommendations on the integration of *IFD Library Group* with the buildingSMART organisational structure.

*Voted: Yes*

Resolution 25-15: IC requests ExCom to develop & document a *Web Style Guide* for buildingSMART websites.

*Voted: Yes*

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Resolution 25-16: IC resolves to adopt the *Budget Strategy (IC 09/013)* and requests ExCom to implement the detailed financial allocations.

*Voted: Yes*

Resolution 25-17: IC resolves to adopt the *certification proposals* (presentation from ISG)

*Voted: Yes*

Resolution 25-18: IC requests ExCom in consultation with the MSG Lead to develop an *external communication strategy* to coincide with the release of IFC2x4.

*Voted: Yes*

Resolution 25-19: IC requests ExCom to investigate the development of a *master Meeting Schedule* and opportunities for alternative meeting formats.

*Voted: Yes*

Resolution 25-20: IC thanks the NA Chapter for the exemplary arrangements for this meeting.

*Voted: Yes*

### 13 Future Meetings

13.1 Meetings were arranged and invitations issued as follows:

- a Week commencing 19 April 2010, Korea
- b September 2010, Denmark
- c April 2011, Dubai
- d October 2011, Singapore
- e Spring 2012, UK

13.2 The invitation to hold December meetings in Washington in conjunction with Ecobuild was noted.

### 14 Host Chapter and IC Chair Observations and Thanks

14.1 TG and PML both referred to the benefit of the hard work done by ExCom and others to make the meeting better prepared and more successful. PML thanked the North American Chapter for their excellent hospitality.

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