

Secretary report

ICIS Delegates Assembly 12th June, 2017
Newcastle Upon Tyne, UK

Barbora Pospisilova
ICIS Secretary

Secretariat



- Communication with Members – Questions, Requests
- Organization of Board meeting in Ottawa and Barcelona
- Arrangement of Meeting Potential Members in Canada and Spain
- Maintenance of Task List
- Distribution of Annual Invoices

ICIS Projects



- Project 31 Cost Estimation and BIM
 - Hosting of Physical Meeting in Prague, communication, budget
- Contact to Project Leaders – Proposal Forms, Updates, Presentations etc.
- Comments on Project Operating Guide
- Communication Project – Website Development and Maintenance, Leaflet

Membership



- Searching for Potential ICIS Members
- Swedish Building Centre, Austria, Srí Lanka, Brasil, Spain
- Meeting with Representatives of NMSS and IteC
- Meeting with BIM project – the Czech Republic
- Contacted ICIS Members for Other Potential Members from their Countries
- Future DA Hosting - Communication

ICIS DA and Conference in Newcastle



- Communication with ICIS Members
- Assembling of Programme
- Online Registration Form, Website
- Info Mailouts
- Communication with NBS
- Budget – Support

Thank you for
your attention