

## BCECA Covid-19 Article

BCECA member companies have quickly adapted to the changing, unique and challenging situation posed by the Coronavirus pandemic. Within the space of just a few weeks, thousands of workers in their companies were relocated to work from home. Barring a few teething issues, this has successfully become the “new norm” and demonstrates that the sector is able to work flexibly and remotely in many instances. In addition, many BCECA companies have been helping in the fight against Covid-19. The BCECA Young Engineers’ Committee collated examples of the actions Member companies have taken to produce an article which BCECA recently published on LinkedIn. They plan to produce further articles in the future, so please forward any company activity information for inclusion and then keep an eye out for the articles!



## BCECA Virtual Committee Meetings

Because of the pandemic, since mid-March, all BCECA committee meetings have taken place virtually using Zoom. This has been quite a change for the organisation as every meeting throughout BCECA's 54-year existence has been face-to-face. To ensure that the online meetings would function effectively, a virtual meetings protocols document had to be rapidly drafted and implemented.

To date, 7 committees have met virtually, with increased participation in many cases. It is anticipated that even when the lockdown period is over and we are able to return to our offices, BCECA will continue to run a mixture of virtual and face-to-face meetings in order to engage as many company representatives as possible, whilst still enabling some face-to-face networking.

## Forthcoming Online BCECA Meetings

12th May	Council	25th June	Young Engineers
21st May	HR Managers	7th July	BCECA Board/ Council
2nd June	DS&E	9th July	Process Managers
9th June	Project Control Managers	16th July	Engineering Managers



### PROTOCOLS FOR BCECA VIRTUAL MEETINGS

As we move to holding our BCECA meetings online, it is helpful to have some guidelines for attending and chairing virtual meetings, in order to ensure they are productive with clear communication. As with conventional face-to-face meetings, much of the success of a virtual meeting rests with the Chair, ensuring they are prepared in advance and that they include and engage all participants in the meeting. Everyone should feel that they are able to participate and input into the items for discussion and contribute towards the achievement of the outcomes. The same levels of courtesy should be extended to people attending virtual meetings, as if they were attending face to face meetings. Virtual meetings should not be recorded, unless express permission has been given. The formal record of the virtual meeting will be via the approved written Minutes.

#### Guidance for Virtual Meeting Participants

- Acknowledge the invitation to the meeting so that BCECA and the meeting Chair know who is attending
- Nominate a deputy to attend in your place if you are unable to participate
- Familiarise yourself with the agenda and any attachments prior to the meeting. Complete any preparatory requirements in advance of the meeting
- Ensure the software is working on whichever device you are going to use prior to the meeting, and familiarise yourself with its functionality
- Join the meeting on time, with video and audio enabled and any necessary documentation at the ready
- Face the window / light – don't have it side on / behind you or you will be in shadow
- Try to minimise background noise – typing, rustling paper and mobile phone notifications really magnify – headsets help to limit this, but make sure the device recognises your headset prior to the meeting
- If you are joining the virtual meeting on audio only, remember to identify yourself when you speak
- During a speaker presentation, mute your sound to minimise background noise – only unmute if you need to speak