

## Agenda 1: Activity Plan 2021

### Fiscal Year 2021 (1 Apr 2021 – 31 Mar 2022)

#### Introduction remarks

The fiscal year of 2021 marks the 15th year of the IPA establishment in 2007. The activity plan for 2021, therefore, includes special activities to commemorate this memorable year. The role of the IPA newsletter becomes important ever before under the current circumstances of COVID-19. As is described in the activity report for 2020, the outbreak and spread of COVID-19 did not allow the IPA to conduct some of the events planned in the fiscal year of 2020. IPA will adopt predominantly online activities, including ICPE 2021. These seminars postponed will be re-organized and conducted online.

The IPA will continue to intensify and expand its activities based on the following themes throughout the fiscal year 2021.

1. **Forming and developing the international network**
2. **Contribution to society by progressing researches and practices**
3. **Contribution to society with human resource development**

The activity plan for each of the above themes is described below:

#### 1. Forming and developing the international network

##### A) IPA Newsletters

IPA Newsletters will continue to be published on a quarterly basis. The September issue will be dedicated to ICPE 2021, and the March 2022 issue will be a special issue on the 15<sup>th</sup> anniversary of the IPA. The fifth bound version in a hard cover which contains the four issues will be published in March 2022. New contents, Introduction of IPA Directors' research and development activities will be introduced in Newsletters for the benefit of readers.

##### B) Periodic convening of the Press-in seminars, symposia and conferences

###### a. The Press-in Engineering Seminar

The IPA will prepare for the 13th Press-in Engineering Seminar to be held in Japan in the fiscal year 2022.

###### b. International Conference on Press-in Engineering (ICPE) 2021

The second International Conference on Press-in Engineering is scheduled to be held online on 19th and 20th June 2021. The proceedings will be published, containing two keynote lectures, state-of-the-art reports and about 60 papers.

##### C) Periodic interaction with other organizations in various countries

###### a. China

The IPA will continue to strengthen and expand its network in China. Also, the IPA intends to take action to establish a technical committee in China.

###### b. Japan

Due to the prevalence of COVID-19, the IPA plans to collaborate with the Japan Press-in Association (JPA), having online seminars within the fiscal year 2021 for disseminating the "Design and construction manual of the Press-in Method, 2020 version (in Japanese)" published in March 2020. Also, JPA corporate members continue to participate in working

groups of Technical Committees 4 (TC-4) and 5 (TC-5).

**c. IPA Network**

The IPA will continue to encourage IPA Vice Presidents and corresponding members of Regional Offices to facilitate interaction activities to expand IPA network. The Administration Committee collects opinions from the Vice Presidents and considers actual measures based on their opinions.

**2. Contribution to society by progressing researches and practices**

**A) Technical Committees**

**a. Technical Committee 4 (TC-4)**

Research Subject:

Vertical performance and construction management of sheet piles installed by the Press-in Method and tubular piles installed by Rotary Cutting Press-in Method

Activity:

- TC-4 commenced in 2019 with a 3-year research program and 2021 will be the final year for TC-4 to conclude its activity.
- TC4 is going to submit the final report to the Research Committee in the fiscal year 2021.

**b. Technical Committee 5 (TC-5)**

Research Subject:

Influence of operator skill and experience on field performance of Press-in Piling

Activity:

- TC-5 commenced in 2020 with a 3-year research program and 2021 will be the second year.
- Further questionnaire surveys of press-in piling operators will be conducted.

**c. Technical Committee in China**

The IPA intends to take action to establish a technical committee in China.

**d. Others**

Other TCs may be formed if the Research Committee considers relevant.

**B) Global dissemination of the Press-in Method**

**a. Multilingualization of the Press-in Handbook:**

Translation works of the Press-in Handbook in English into French, Russian, Portuguese and other languages, including Thai and Vietnamese, will continue.

**b. Case History Volume -2**

The IPA will start preparations to publish Case History Volume -2, which would compile various applications of Press-in technology.

**c. Development history of Silent Piler**

A booklet on the brief development history of machinery of the family of Silent Piler will be published in fiscal year 2021.

**d. Seminars on Press-in Technology**

**(a) China**

Considering the impact of COVID-19, the IPA will examine the possibility of participating in seminars and conferences which are held in Mainland China and Hong Kong through communication with other organizations and IPA directors in the region.

**(b) Asia and other regions**

Considering the threat brought by COVID-19, the IPA will consider holding the second-round seminars online in ASEAN countries such as Singapore, Malaysia, Thailand, the Philippines and Vietnam where the IPA held its seminars in the past, and will start preparations in cooperation with the IPA Vice President for the region and the Regional Office.

The IPA is planning to hold the two seminars online in Taiwan and Indonesia which were postponed in the fiscal year 2019.

The IPA will consider holding seminars in African countries and is going to discuss with IPA Director, Dr. Mounir Bouassida once the publication schedule of “Press-in retaining structures: a handbook (Second edition)” in French is clarified.

**e. Collection of project case studies on the press-in piling method**

Collection of well-documented case histories is of vital importance both for better understanding of performance of pile installed by press-in piling and for gaining better recognition of the press-in piling method in the global market. The IPA will launch a three-year project of a call for project case studies on the press-in piling. The Research Committee will study the well-documented case histories collected and create a database of case history. The Research Committee will also encourage and assist parties of the project to prepare technical papers for publication.

**f. Specifications of the Press-in Piling Method**

Project specifications generally cover descriptions of required construction methods, machinery, materials, labor, construction management and others. There exist no comprehensive specifications of the press-in piling method provided for the global construction market yet. The IPA will form a group to provide a “Table of Contents” of the specification and gather necessary information to cover in the fiscal year 2021.

**C) Award granting**

The Awards Committee will select the awardees in the following four categories. These awards are presented at the time of ICPE 2021.

1. Outstanding Project Award
2. Innovative Technology Award
3. Distinguished Research Award
4. Life-Long Contribution Award

The Awards Committee will manage selection of the ICPE Best Paper Award in cooperation with the organizing committee of ICPE.

**D) IPA Library (collection of books)**

The IPA will continue to enhance the services and operations of the library function by collecting books and documents relevant to press-in engineering. Recently, more and more information is obtained from videos. Providing short video case studies will be a better way to initially get people's attention. The IPA will further enhance the library function by adding video library. In the fiscal year 2021, a draft video script which features the landslide remedial works carried out by utilizing the Gyro-press Method in Nagano prefecture in 2018 will be collected.

**3. Contribution to society with human resource development**

**A) Conducting consecutive research and educational programs through Technical Committees' activities with the participation of young researchers and engineers**

The IPA will invite young researchers and engineers to the seminars or symposia held by the Research Committee and Technical Committees.

**B) Soliciting young researchers and engineers' participation in the editing process of technological books and papers with respect to the Press-in technology**

Young researchers and engineers are invited to participate in the editing process of “Press-in retaining structures: a handbook” in French, Russian, Portuguese and other languages.

**C) Forming an international network for the cultivation of young researchers and engineers throughout the world**

Taking the opportunity of seminars on Press-in technology, the IPA will facilitate interaction among young researchers and engineers.

**D) Driving collaborative activities with the Japan Press-in Association (JPA) for viable study or research work**

As an effective way for practical engineers in JPA to participate in IPA activities, the IPA will continue its collaborative activity with the Japan Press-in Association (JPA) through TC-4 and TC-5.

**A) Driving collaboration activities with the Japan Press-in Association (JPA) for viable study or research work.**

Engineers from JPA corporate members will continue to join TC-4 and TC-5 activity.

**Final remarks**

Vaccination hopefully improves the current situation of COVID-19. The Board of Directors may modify the activity plan during the fiscal year of 2021, if the situation is allowed. In any cases, IPA places the importance on the safety of the members and will continue to improve services for IPA members, and continue its efforts for increasing individual and corporate members through international conferences, seminars, symposia, research activities and publications.

## Agenda 2: Budget for Fiscal Year 2021

### Budget for the Fiscal Year 2021

Period : 1st Apr. 2021 - 31st Mar. 2022

(Unit: JPY)

Items	2020 Actual	2021 Budget	Note
<b>Operating Activity</b>			
<b>1 Operating Income</b>			
① <b>Membership Fee</b>			
Individual Member's Annual Fee	6,930,000	7,000,000	
Corporate Member's Annual Fee	7,000,000	7,100,000	
② <b>Contribution</b>			
Contribution	16,000,000	16,000,000	
③ <b>Miscellaneous Income</b>			
Research commission	1,430,550	235,000	Research Commission from GIKEN LTD.
Sales of Books	6,187,000	4,500,000	Design and construction manual of the Press-in Method (JP version) - March 2020, etc.
Other Income	2,382	10,000	
<b>Total Operating Income</b>	<b>37,549,932</b>	<b>34,845,000</b>	
<b>2 Operating Expenditure</b>			
① <b>Expenditure for Conference and Seminar</b>			
2nd International Conference on Press-in Engineering (ICPE2021)	1,002,000	1,000,000	Financial aid to ICPE2021 Organizing Committee
Press-in Seminars on overseas (for the Press-in Handbook)	0	1,200,000	Seminar in Taiwan, Indonesia, China
② <b>Expenditure for Publication</b>			
Design & Construction Manual of the Press-in Method, March 2020 (JP version)	0	3,000,000	Reprinting cost
Press-in Handbook 2nd edition (EN version)	3,156,518	3,050,000	Editing and printing cost
Press-in Handbook (CN version)	391,000	0	
Press-in Handbook 2nd edition (Other languages)	2,196,824	2,500,000	French, Russian, Portuguese, Thai, Vietnamese, etc.
Case History Volume 2	0	500,000	Preparation cost
IPA Newsletter	856,350	1,000,000	To be published in March 2022 (bound version #5)
The History of Silent Piler	0	600,000	To be published in 2021
Other Publications (Proceedings of ICPE2021, etc.)	364,530	1,200,000	Proceedings of ICPE2021 and other publication costs
③ <b>Expenditure for Research Activity</b>			
Board of Directors' meeting / Steering committee expenses	24,462	5,100,000	Travel expense, etc.
Research committee / Technical committee expenses	2,430,550	1,000,000	TC1, TC3, TC4, TC5 and new TC(s)
Awarding expenditures	0	100,000	Trophies, Certificates, etc. for 3 Award categories
IPA library	1,283,676	2,400,000	Books for IPA Library, etc. Costs for video case studies
Other activities (e.g. Participations to other conferences)	0	1,300,000	Registration fees, costs for interviews on construction project
④ <b>Administrative Expenditure</b>			
Celebration of the 15th Establishment Anniversary of IPA	0	1,000,000	Cost for celebration, etc.
System maintenance	4,714,163	2,090,000	System maintenance on IPA website, etc.
Membership cards and certificates	15,400	20,000	
Printing expenditures	63,692	30,000	Guidance of IPA, etc.
Postage cost for international / domestic	60,279	500,000	Shipping cost of IPA's publications
Communication expenses	96,911	100,000	Telephone charge
Director's remuneration	10,852,080	10,860,000	
Lease expenses	3,375,148	3,460,000	Office rent, Copy machine, etc.
Outsourcing expense	1,720,704	1,710,000	Certified accountant fee, and etc.
Commission expense	277,365	280,000	Bank charges
Office supplies expense	104,280	150,000	
Miscellaneous expense	208,962	210,000	
<b>Total Expenditure</b>	<b>33,194,894</b>	<b>44,360,000</b>	
<b>Surplus / (Deficit) of Income over Expenditure</b>	<b>4,355,038</b>	<b>(9,515,000)</b>	
<b>Balance brought from the Previous Year</b>	<b>10,138,286</b>	<b>14,493,324</b>	
<b>Surplus / (Deficit) of the Current Year</b>	<b>4,355,038</b>	<b>(9,515,000)</b>	
<b>Balance carried forward to the Next Year</b>	<b>14,493,324</b>	<b>4,978,324</b>	

## Agenda 3: Election of the Directors and Auditors

The Nomination Committee<sup>(\*)</sup> hereby proposes the following sixteen (16) candidates as the Director(s) and Auditor(s) for **the two fiscal years 2021 and 2022** in accordance with Chapter IV, Article 12 in IPA Constitution.

### Director(s) for the term of 2021-2022:

Name	Affiliation	Country Region
Dr. Mounir Bouassida	Professor University of Tunis El Manar	TUN
Dr. Michael Doubrovsky	Professor Odessa National Maritime University	UKR
Dr. Marcos Massao Futai	Professor University of Sao Paulo	BRA
Dr. Kenneth Gavin	Professor Delft University of Technology	NLD
Dr. Stuart Haigh	Reader The University of Cambridge	GBR
Mr. Yukihiro Ishihara	Manager GIKEN LTD.	JPN
Dr. Masayuki Koda	Associate Director Railway Technical Research Institute	JPN
Dr. Andrew McNamara	Senior Lecturer City, University of London	GBR
Mr. Kiyoshi Minami	Managing Executive Officer Muramoto Corporation	JPN
Dr. Jun Otani	Vice President Kumamoto University	JPN
Dr. Jiro Takemura	Associate Professor Tokyo Institute of Technology	JPN
Dr. Nor Azizi Bin Yusoff	Head of Centre Research Centre for Soft Soils (RECESS) Institute of Integrated Engineering University Tun Hussein Onn Malaysia	MYS

### Auditor(s) for the term of 2021-2022:

Name	Affiliation	Country Region
Mr. Yoshihisa Fujisaki	Director GIKEN LTD.	JPN

## Candidates for the new Director(s):

Name	Affiliation	Country Region
Dr. Jignasha Panchal	Technical Manager Keltbray Piling	GBR
Ms. Guln Yetginer	Leader Consultant Equinor	TUR

## Candidates for the new Auditor(s):

Name	Affiliation	Country Region
Dr. Goh Teik Lim	Director Atsunew Giken Pty. Ltd.	SGP

The curriculum vitae of the new director(s) and auditor(s) are on the following pages.

Note: The Nomination Committee<sup>(\*)</sup> was organized in accordance with Section 4 of By-laws

Remarks: Agenda 5 asks for collective approval on sixteen (16) candidates instead of individuals.  
Should you have any comments on Agenda 5, please post your comments in the on-line voting page.

## Candidate for Director 1:

Name: **Dr. Jignasha Panchal**  
Current position: Technical Manager  
Keltbray Piling  
Nationality: The United Kingdom

## Education Background

2018	City, University of London PhD in Geotechnical Engineering
2015	City, University of London Master of Engineering 1 <sup>st</sup> class honour, Civil Engineering with Placement

## Award

2018	Best Presentation Award at ICPE 2018, Kochi, Japan
2015	ICE Civil Engineering Student Prize at City, University of London

## Professional Experience

2020 – Present	Technical Manager Keltbray Piling
2019 – Present	Honorary Visiting Research Fellow City, University of London
2019 – Present	STEM Ambassador
2019 – Present	HIPER Pile Project Manager Keltbray Piling
2018 – 2020	Innovation & Systems Engineer Keltbray Piling
2018 – Present	Engineering Consultant AJR Consulting Engineers Limited
2015 – 2018	Visiting Lecturer City, University of London
2015 – 2017	Project Manager Cementation Skanska
2012 – 2013	Dyer & Butler Limited
2014 – 2017 *	Engineer

\*Part time



## Candidate for Director 2:

Name: **Ms. Gulin Yetginer**  
Current position: Lead Consultant  
Equinor  
Nationality: Turkey

### Education Background

2020	Technology Executive Program University of California, Berkeley, Haas School of Business
2018	Better Commercial Decisions Harvard Business School
2003	M. Eng. - Geotechnical Engineering University of Cambridge
2003	M.A. in General Engineering University of Cambridge

### Professional Experience

2020 – Present	Lead Consultant Equinor
2017 – 2020	Leading Advisor - Geotechnics Equinor
2012 – 2017	Principal Engineer - Geotechnics Statoil* *Former “Equinor”
2008 – 2012	Geotechnical Engineering Manager RPS Energy
2008 – 2008	Geotechnical Package Manager RPS Energy
2007 – 2008	Geotechnical Engineer RPS Energy
2004 – 2007	Geotechnical Engineer Fugro

## Candidate for Auditor 1:

Name: **Dr. Goh Teik Lim**  
Current position: Director  
Atsunew Giken Pte. Ltd.  
Nationality: Singapore

## Education Background

2004 PhD in Geotechnical Engineering  
National University of Singapore  
1994 Bachelor of Civil Engineering  
University of Malaya, Kuala Lumpur, Malaysia

## Award

2003 Hulme Prize 2003  
Tunnelling and Underground Construction Society, Singapore

## Professional Experience

2011 – Present Director  
Atsunew Giken Pte. Ltd.  
2006 – 2011 General Manager  
Giken Seisakusho Asia Pte., Ltd.  
2003 – 2006 Technical Manager  
Giken Seisakusho Asia Pte., Ltd.  
2002 – 2003 Senior Geotechnical Engineer  
SembCorp E&C  
2000 – 2002 Geotechnical Engineer  
SembCorp E&C  
1996 – 2000 Research Engineer  
National University of Singapore  
1994 – 1995 Design Engineer  
Ove-Arup Consultant, Malaysia

## Qualifications

2004 Professional Civil Engineer (Malaysia)  
2003 Professional Civil Engineer (Singapore)