
Agenda 1: Activity Report 2023

Fiscal Year 2023 (1 April 2023 - 31 March 2024)

Introduction Remarks

Fiscal Year 2023 was a year in which the IPA strengthened its activity base for international network and membership expansion, based on more practical and physical activities such as the Press-in Engineering Seminar in Taiwan, the Board Meeting at RED HILL 1967™ in Kochi, Japan, a center for the dissemination of press-in superiority, and the Press-in Engineering Seminar in Thailand, the first initiative to promote the expansion of press-in engineering led by the IPA Regional Office.

This report is prepared in the same format as the Activity Plan 2023, based on the five Standing Committee activities. We hope that this format will make it easier for IPA members to compare and understand the report and the plan.

1. Research Committee

The Research Committee focused on three activities: expansion of research activities, collection of case studies and data, and dissemination of press-in technology. Regarding the expansion of research activities, both the Research Committee and the Steering Committee discussed research topics that would lead to the creation of social value, with a view to establishing a new Technical Committee.

A) Technical Committees

TC4, TC5, and TC6 are underway, and there are some delays in their activities.

a. Technical Committee 4 (TC4)

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

Activities: The scheme needs to be rescheduled due to a delay. Its final report will be submitted to the Research Committee within fiscal year 2024.

b. Technical Committee 5 (TC5)

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

Activities: There are delays in the collection of press-in monitoring results and the plan needs to be extended at least 1 year. The Committee has obtained approximately 200 press-in monitoring data to evaluate.

The Committee is currently scheduling a meeting with GIKEN scientific division to see how to link the press-in monitoring data to the press-in parameters.

c. Technical Committee 6 (TC6) - *China

Research Subject: Investigation and analysis of the development status of Press-in technology in China

Activities: The collection of construction cases and surveillance responses has been completed, and the questionnaire survey for the revision of the Press-in Handbook in Chinese has been conducted.

The Chinese version will be revised with the following schedule.

– May 2024	Establishing the overview of the update
June 2024 – Dec. 2024	Writing and translating
Jan. 2025 – Apr. 2025	Editing
May 2025 – Sep. 2025	Final reviewing
By end of 2025	Publishing

In addition to the above TC activities, the Research Committee has been seeking new research themes this fiscal year. If the new research is assessed to be embodied, the new TC will be established to proceed next fiscal year. The following topics have been discussed so far, including at the committee meeting on 3rd July 2023.

Possible Themes:

- 1) Measuring and evaluating underwater noise and vibration produced by the press-in piling when installing piles in or into water.
- 2) Possibilities of omitting bubble curtains for noise and vibration reduction, by utilizing the press-in piling method.
- 3) Advantages of omitting bubble curtains in terms of cost and construction time.
- 4) Possibilities of lifting construction time restriction for wildlife e.g. fish migration etc., by utilizing the press-in piling method.
- 5) Development of underwater press-in piling machine or attachment to install piles in water.
- 6) Post applied underwater corrosion protection to steel sheet piles or steel tubular pile.
- 7) Design and construction guideline for tubular pile cofferdam foundation by utilizing the press-in piling method for bridge foundations.
- 8) Design and construction guideline for quay wall by utilizing the press-in piling method.
- 9) Performance of steel sheet pile profiles depending on interlock location.
- 10) Possibilities of regulation of steel tubular pile bearing capacity by internal diaphragm.

B) Case history

a. Case history volume -2

The Research Committee published it in November 2023.

[See the publication announcement on the IPA website](#)

b. Collecting the case histories of the press-in piling method

There have been 2 case histories submitted to the IPA. These case histories will be evaluated in early fiscal year 2024 for the award.

[Refer to the Case Histories of the Year Awards Program](#)

C) IPA Library (collection of books)

Books in a variety of fields are being collected. [See the Library web page](#)

71 books (English books 27, Japanese books 44 are included) were furnished and the total number of books is 1,024 at the end of the fiscal year 2023.

2. Development Committee

The Development Committee continued to conduct various activities, including publications, seminars, and conferences, to promote the press-in technology.

A) Multilingualization of the Press-in Handbook

The Development Committee published the Press-in Handbook in Korean in September 2023. Up until now, there are 11 versions published as follows.

1) Japanese:	Dec. 2021	7) Spanish:	Mar. 2022
2) English:	Jun. 2021	8) French:	Mar. 2022
3) *Chinese:	Oct. 2019	9) Vietnamese:	May. 2022
4) Russian:	Oct. 2021	10) German:	Aug. 2022
5) Thai:	Nov. 2021	11) Korean:	Sep. 2023
6) Portuguese:	Dec. 2021		

The Arabic version will be published in fiscal year 2024.

The Chinese version will be revised with the following schedule.

— May 2024	Establishing the overview of the update
June 2024 – Dec. 2024	Writing and translating
Jan. 2025 – Apr. 2025	Editing
May 2025 – Sep. 2025	Final reviewing
By end of 2025	Publishing

B) Seminars on Press-in Technology

The Committee organized two seminars to disseminate the Press-in Handbook.

a. Taiwan

The IPA Seminar on Press-in Technology in Taiwan was held on 14th June 2023 cosponsored by Taiwan Geotechnical Society, Taiwan Foundation Engineering Institute and Taipei Foundation Engineering Institute, and Sino-Geotechnics Research and Development Foundation. The total participants were 94 from Taiwan, Japan and Singapore (including 36 students). The Taiwan co-organizers expect further collaboration with the IPA to localize the press-in piling technologies in Taiwan. [\(Reported in IPA Newsletter 2023, issue 3\)](#)

b. Thailand

The Press-in Piling Seminar in Bangkok, with titled “EIT Tea Talk Seminar on Press-in Method in Thailand” was planned and held on 20th December 2023 under the initiative of IPA Southeast Asia Regional Office and IPA Director Dr. Kitiyodom. IPA supported the local organizer Thailand Underground and Tunnelling Group (TUTG), Thai Geotechnical Society (TGS), The Engineering Institute of Thailand Under H.M. The king’s Patronage as co-organizer. The total participants were 83 from Thailand, including contractor, consultant, independent engineer, special contractor, government authority, university, developer and trading Company.

[\(Reported in IPA Newsletter 2024, issue 1\)](#)

C) Specifications of the Press-in Piling Method

The specification has been completed by approx. 75% (150 pages out of 200 pages). When it is completed by around 80%, it will be circulated among the editorial members (Dr. Kusakabe, Dr. Takemura, Dr. Terashi, Dr. McNamara, Dr. Goh, Dr. Ishihara and Mr. Nozaki). It is currently expected to be around May or June 2024.

D) Terminology on Press-in Technology

The Committee of Terminology on Press-in Piling, established under the IPA Development Committee in July 2022, has been working on the compilation of the terminology database under the chairmanship of Prof. Leung and the co-chairmanship of Dr. Takemura. The basic draft of the Japanese-English bilingual database has been compiled with the confirmation of the Japanese reviewer, and the English part is under review. The database will be released it to the IPA members before the official publication in July.

WG	Task	FY2022				FY2023				FY2024				
		←								→ *3rd ICPE				
	Making a policy	←				←								
	Preparing a corresponding table					←								
	Translating English into Japanese if necessary, and vice versa					←								
	Checking consistency of meaning between Japanese and English definitions					←								
JG	Reviewing and modifying							←						
	Opinion gathering to the opened terminology, modification of platform, and data addition and correction									←				
	Meeting	x				x								
	Publish ★, update ☆									★1	★			★2
	Selecting key words* and checking a priority	←												
G1	Giving a definition if necessary, and translating Japanese into English		←											
	Reviewing and modifying, addition by requests			←						←				
	Selecting key words and checking a priority	←												
	Considering alternatives/Renaming to some words if necessary	←												
G2	Giving a definition, if necessary		←											
	Preparing figures for definition		←											
	Reviewing and modifying, addition by requests			←						←				
G3	Preparing a corresponding table b/w English and other languages									←				
	Maintenance and updating by Development Committee												←	

★1: provisional WEB opening of English and Japanese terminology DB
★2: provisional WEB opening of other languages terminology DB
★ : official opening of WEB opening of terminology DB

E) ICPE2024

The ICPE2024 is to be held in Singapore during the period of 3rd to 5th July 2024. The theme of the conference is “Superiority of Press-in Piling towards Sustainable Construction in Tackling Climate Change for Infrastructure Development”. The second bulletin has been circulated and final preparations are underway, led by the ICPE2024 Organizing Committee. [See the ICPE2024 official website](#)

3. Publicity Committee

The two meetings of the Publicity Committee were held to discuss the following issues.

A) IPA Newsletters

The quarterly publication of the IPA Newsletter continued in the fiscal year 2023 as follows.

- [Volume 8, Issue 2 June 2023](#) 35 pages
- [Volume 8, Issue 3 September 2023](#) 32 pages
- [Volume 8, Issue 4 December 2023](#) 25 pages
- [Volume.9, Issue 1 March 2024](#) 24 pages

The Editorial Board Committee meetings were held four times this fiscal year.

B) Booklet-3: Disaster Countermeasures

The special contributions related to disaster prevention and mitigation that appeared as follows in the previous Newsletters were re-edited and published in March 2024.

Title	Authors
2011 Great East Japan Earthquake Tsunami and Future Tsunami Disaster Mitigation	Prof. Masahiko Isobe
Measures for Earthquake - and Tsunami - Resilience Enhancement of Industrial Parks in Bay Areas	Prof. Masanori Hamada
Detection and Geotechnical Characterization of Sinkhole: Central Florida Case Study	Prof. Boo Hyun Nam Assistant Prof. Yong Je Kim
Gross National Safety Index for Natural Disasters (GNS)	Prof. Kazuya Itoh Prof. Mamoru Kikumoto Prof. Tomofumi Koyama
Contributions of geotechnical engineering towards recovery from damage caused by the 2011 Tohoku earthquake – Summary of the 2019 Ishihara Lecture in Rome	Prof. Ikuo Towhata
Disaster Countermeasures and Recovery Technology for Existing Railway Structures	Dr. Masayuki Koda
Subsurface cavities and road cave-ins	Prof. Reiko Kuwano
Steel Pipe Piles, Tubular Sheet Piles, Steel Sheet Piles Confronting Natural Disasters	Dr. Toshiharu Hirose

4. Awards Committee

The Awards Committee proceeded with the establishment of the new award program and the solicitation and selection of winners, including existing awards, for the implementation of the award at ICPE2024.

A) Establishment of the "Early Career Engineer Award" Program.

The Awards Committee finalized the details of the Early Career Engineer Award as a new award program for young engineers, which had been planned in the previous fiscal year, and formally established it as an IPA award program following a resolution of the Board of Directors.

B) Preliminary collection of potential candidates for each award.

In September 2023, the Committee began to call for applications for the following five awards to be presented at ICPE2024. The number of applications for each award is as follows

- 1) Outstanding Project Award : 1
- 2) Innovative Technology Award : 0
- 3) Distinguished Research Award : 5
- 4) Life-long Contribution Award : 2
- 5) Early Career Engineer Award : 2

Based on the nominations above, the Committee has finalized the candidates for the awardees and is preparing to present the awards in July.

C) Selection of the ICPE Best Paper Award at ICPE2024.

The ICPE2024 Organizing Committee conducted a preliminary evaluation during the review of submitted papers in preparation for nominating candidates for the Award.

5. Administration Committee

The Administration Committee handled the day-to-day operations and coordinated with other Standing Committees to ensure the smooth running of IPA activities.

A) Forming and developing the international network

Assisted the Nomination Committee in preparing a short list of candidates for the new Board members for the term 2024-2025, taking into account geographical distribution, area of expertise and a wide spectrum of age to diversify IPA's activities, and nominated new IPA Director candidates from Taiwan, Brazil, and Egypt.

The Committee also secured a budget for activities in fiscal year 2023 to promote press-in engineering by each regional office and to expand and strengthen the IPA network, and supported the implementation of the Press-in Engineering Seminar in Thailand conducted by the Southeast Asia Regional Office.

[\(Reported in IPA Newsletter 2024, issue 1\)](#)

In addition, the Secretary General has planned to visit each regional office to strengthen the functions of the regional office to be the center for dissemination of information and exchange of technology related to press-in engineering in the region.

B) Expansion of IPA Membership

As one of the specific efforts to increase the awareness of the IPA and expand its membership, a public seminar and some lectures for students from academic institutes by IPA Directors were planned and conducted on the occasion of the July Board Meeting in Kochi. [\(Reported in IPA Newsletter 2023, issue 3\)](#)

In particular, several measures were taken to expand student membership as an important issue to increase the number of young members who will be responsible for the future of IPA activities, including inviting many students to the seminar in Taiwan and promoting recruitment through the network of Board members.

6. Others

A) General Assembly

The General Assembly was held during the period of 15th to 26th May 2023 (twelve days), approving the new Board Members together with the Activity Report and Income and Expenditure Statement for the fiscal year 2022, the Activity Plan and Budget for the fiscal year 2023. [\(Reported in IPA Newsletter Vol. 8, issue 2\)](#)

B) Board of Directors meeting

- A hybrid on-site and online meeting was held on 3rd July 2023, with 22 Directors and 2 Auditors in attendance. The Directors unanimously approved a proposal for personnel matters relating to the appointment of the President, Vice President, Executive Director, Chairs and Co-Chairs and members of the five Standing Committees, and the Secretary General, as well as the establishment of a Nomination Committee to nominate the incoming President, and to submit to the next General Assembly a proposal to amend the Constitution to make English the official language of the Constitution, By-laws, and Regulations. [\(Reported in IPA Newsletter Vol. 8, issue 3\)](#)

- An email Board meeting was held from 18th to 22nd September 2023 to seek a resolution on the revisions to the By-laws and Regulations required to add a new 'Early Career Engineer Award' to the IPA Awards. 25 Directors and 2 Auditors attended the meeting and the proposed revisions were unanimously approved.

- An email Board meeting was held from 25th to 29th March 2024, with the participation of 23 Directors and 2 Auditors. The Directors unanimously approved the proposals, including the draft Activity Plan and the Budget for the next fiscal year, the draft amendments to the Constitution, By-laws, and Regulations, and the draft short list of Directors and Auditors for the next term from 2024 to 2025, which will be on the agenda of the General Assembly in May.

C) Steering Committee

The Steering Committee consists of the President, President-elect, Executive Director, representatives of the Standing Committees, and Secretary General.

- An online meeting was held on 27th November 2023, to review the status of each Standing Committee's activities and to discuss about their issues and further action plans, including the confirmation of the interim financial report.
- An online meeting was held on 20th February 2024. The main item on the agenda was the confirmation of the materials for the next Board of Directors meeting and General Assembly, including the Activity Report and Income and Expenditure Forecast for the fiscal year 2023 and the Activity Plan and the Budget for the fiscal year 2024.

D) Nomination Committee

Normally, the Nomination Committee is established to prepare and submit to the Annual General Assembly a short list of possible candidates of incoming IPA Directors and Auditors for the new term.

This year, in addition to the above, the Committee was established for the purpose of nominating the candidate for incoming President eight months prior to the General Assembly in accordance with the By-laws, as President Prof. Leung was entering the final year of his second term and had indicated his intention not to continue in the position of President beyond the next term.

The Committee solicited nominations from the Board of Directors and, after soliciting input from all Board members, decided to nominate Prof. Kenneth Gavin as the candidate for the incoming President in October 2023. The Committee also held several online meetings to prepare a draft short list of nominees for the incoming 2024-2025 term of IPA Directors and Auditors, which was finalized as an agenda item for the General Assembly by soliciting input from Board members through the March 2024 email Board meeting.

E) Memberships

Numbers of IPA members as of 31st March 2024

Individual Members	699	[Last year 713 (- 14)]
Student Members	66	[Last year 54 (+12)]
Corporate Members	49	[Last year 52 (- 3)]

Agenda 2: Income and Expenditure Statement for 2023

Income & Expenditure Statement for the Fiscal Year 2023

Period : 1st Apr. 2023 - 31st Mar. 2024

(Unit: JPY)

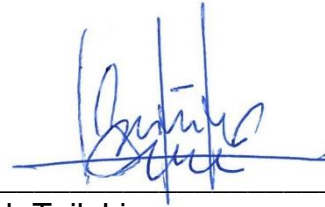
Items	2023 Budget	2023 Actual	Note
Operating Activities			
1 Operating Income			
① Membership Fee			
Individual Member's Annual Fee	7,160,000	6,910,000	
Corporate Member's Annual Fee	6,900,000	6,700,000	
② Contribution			
Contribution	16,000,000	16,000,000	
③ Miscellaneous Income			
Research Commission	0	0	
Sales of Books	2,000,000	659,180	Design and Construction Guideline for Press-in Piling 2020 (Japanese)
Seminars (Japan)	100,000	0	
Seminars (overseas)	800,000	933,764	Registration Fee, Sponsor fees of Taiwan Seminar
Reimbursement	191,940	191,940	Replacement cost of airfare for Taiwan seminar, etc.
Other Income	500	152	Bank interest
Total Operating Income	33,152,440	31,395,036	
2 Operating Expenditure			
① Expenditure for Conference and Seminar			
3rd International Conference on Press-in Engineering (ICPE2024)	100,000	0	
Seminars (Japan)	400,000	0	
Seminars (overseas)	500,000	323,377	Preparation cost (Taiwan Seminar)
② Expenditure for Publication			
Press-in Handbook	1,800,000	1,455,143	Editing and printing cost, etc.
Case History Volume 2	1,000,000	902,220	Editing and printing cost, etc.
IPA Newsletter	220,000	218,745	Editing and writing payment, etc.
Booklet 2: Pile Foundation	0	0	
Booklet 3: Disaster Countermeasures	260,000	540,100	printing cost, etc.
Miscellaneous Expense	0	47,712	Meeting expenses, etc.
③ Expenditure for Research and Committee Activity			
Board of Directors' Meeting / Steering Committee Expenses	5,600,000	4,153,552	
President / Secretary / Regional Office Activities			
President Activities	1,000,000	994,358	
Secretariats' Activities	600,000	0	
Regional Office Activities	800,000	201,960	Support for Thai seminar led by the regional office, etc.
Research Committee / Technical Committee Expenses	200,000	0	
Specifications of the Press-in Method	100,000	41,360	
Awarding Expenditures	0	0	
IPA Library	600,000	595,767	Book purchases, library system maintenance, etc.
Other Activities (e. g. Participations to other conferences)	200,000	0	
④ Administrative Expenditure			
System Maintenance	2,300,000	2,219,400	Website, mail server and paper system maintenance
Membership Cards and Certificates	20,000	0	
Printing Expenditures	48,000	9,150	Guidance of IPA, etc.
Postage Cost for Internal / Domestic	180,000	160,235	
Communication Expenses	96,000	96,646	Telephone charge
Director's Remuneration	10,998,810	11,042,611	
Lease Expenses	3,360,000	3,283,535	Office rent, Copy machine, etc.
Outsourcing Expense	1,633,812	1,641,204	Certified accountant fee, etc.
Commission Expense	300,000	167,974	Bank charges
Office Supplies Expense	255,000	164,179	
Miscellaneous Expense	360,000	535,721	
Advances paid		1,135,655	Replacement cost for ICPE2024
Total Expenditure	32,931,622	29,930,604	
Surplus / (Deficit) of Income over Expenditure	220,818	1,464,432	
Balance brought from the Previous Year	13,266,837	13,266,837	
Surplus / (Deficit) of the Current Year	220,818	1,464,432	
Balance carried forward to the Next Year	13,487,655	14,731,269	

In our opinion, the above statement of accounts is presented fairly in all material respects.

監査の結果、重要な点において適正に表示しているものと認める。

Date: 29 April, 2024,

Auditor



Dr. Goh Teik Lim

Auditor



Mr. Tsuyoshi Tanouchi

Agenda 3: Activity Plan 2024

Fiscal Year 2024 (1 April 2024 - 31 March 2025)

Introduction Remarks

The IPA has entered its 18th fiscal year since its establishment in February 2007. This year, the IPA plans to promote the global expansion of press-in engineering, including holding the Third International Conference on Press-in Engineering ICPE2024 in Singapore on 3-5 July, the first case to be held outside Japan, and planning to hold a press-in engineering seminar in Africa in 2025 as an expansion of activities to new regions.

Regarding the administrative structure of IPA, the Nomination Committee has nominated Prof. Gavin, IPA Vice President, as a candidate for the fourth IPA President to succeed President Prof. Leung, and plans to invite three new candidates for the IPA Board of Directors, including a candidate from a new region.

Under Prof. Gavin's leadership, IPA will continue to revitalize its research activities as an academic organization and, based on these activities, implement measures to expand IPA's network and membership to further promote press-in engineering worldwide. Specific activity plans for the five Standing Committees are described below.

1. Research Committee

The Research Committee will focus on the following three activities; expansion of research activities, collection of case history and documents and dissemination of the press-in technology. The Research Committee will hold regular meetings between the chair of the Research Committee and the chair of each Technical Committee to proceed with the activities as planned.

A) Technical Committees

The technical Committees, TC4, TC5 and TC6, are to be underway in this fiscal year.

a. Technical Committee 4 (TC4)

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

Activities: The scheme needs to be rescheduled due to a delay. Its final report will be submitted to the Research Committee within fiscal year 2024.

b. Technical Committee 5 (TC5)

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

Activities: There are delays in collecting press-in monitoring results and the plan needs to be extended at least 1 year. The Committee has obtained approximately 200 press-in monitoring data to evaluate.

c. Technical Committee 6 (TC6) - China

Research Subject: Investigation and analysis of the development status of Press-in technology in China

Activities: The Chinese version of the Press-in Handbook will be revised with the following schedule.

June – December 2024	Writing and translating
January – April 2025	Editing
May – September 2025	Final reviewing
By end of 2025	Publishing

The Research Committee will seek new research themes this fiscal year. If the new research is assessed to be embodied, the new TC will be established to proceed. The following topics were discussed at the committee meeting on 3rd July 2023.

The new research themes may be chosen from the following possible themes. The decision schedule will be determined in due course.

Possible Themes:

In order to move things forward, a principal investigator (PI) on each research theme should be appointed. Then, adoption or rejection should be decided.

- 1) Underwater noise and vibration produced by the press-in piling when installing piles in or into water.
PI: TBC (Endorsement or self-nomination from IPA directors)
- 2) Development of underwater press-in piling machine or attachment to install piles in water.
PI: Prof. Kenneth Gavin
- 3) Design and construction guideline for tubular pile cofferdam foundation by utilizing the press-in piling method for bridge foundations.
PI: TBC
- 4) Design and construction guideline for quay wall by utilizing the press-in piling method.
PI: TBC
- 5) Performance of steel sheet pile profiles depending on interlock location
PI: Prof. Michael Doubrovsky
- 6) Possibilities of regulation of steel tubular pile bearing capacity by internal diaphragm
PI: Prof. Michael Doubrovsky

B) Case history

a. Case history volume-3

The Research Committee will start preparations to publish Press-in Piling Case History Volume 3, a compilation of various applications of Press-in technology, in the next fiscal year and beyond.

a. Collecting the case histories of the press-in piling method

Up until now, there have been 2 case histories submitted to the IPA. These case histories will be evaluated in early 2024 for the award.

[Refer to the Case Histories of the Year Awards Program](#)

C) IPA Library (collection of books)

Books in a variety of fields are being collected. [See the Library web page](#)

D) The Press-in Engineering Seminar

The Research Committee will hold the Press-in Engineering Seminar in Ishikawa, Japan in the second half period of the fiscal year 2024. The theme of the seminar will be "Disaster Prevention and Mitigation," and it is planned to analyze the factors of various disasters from the earthquake that struck the Noto Peninsula on New Year's Day, and to present proposals for recovery and countermeasures. The aim is not only to contribute to the early recovery and reconstruction of the affected areas, but also to disseminate useful technical information on disaster prevention and mitigation as an association.

2. Development Committee

The Development Committee will continue various activities, such as publications and seminars and conferences for the promotion of press-in technology.

A) Multilingualization of the Press-in Handbook

The Development Committee will publish the Press-in Handbook in Arabic within fiscal year 2024. Up until now, there are 11 versions have been published as follows.

1) Japanese:	Dec. 2021	7) Spanish:	Mar. 2022
2) English:	Jun. 2021	8) French:	Mar. 2022
3) Chinese:	Oct. 2019	9) Vietnamese:	May 2022
4) Russian:	Oct. 2021	10) German:	Aug. 2022
5) Thai:	Nov. 2021	11) Korean:	Sep. 2023
6) Portuguese:	Dec. 2021		

The Chinese version will be revised with the following schedule.

June – December 2024	Writing and translating
January – April 2025	Editing
May – September 2025	Final reviewing
By end of 2025	Publishing

B) Seminars on Press-in Technology

The Development Committee considers holding seminars aiming at the dissemination of the Press-in Handbook. Currently, following two seminars are under consideration.

a. Indonesia

It was postponed in a last minute in 2019 due to the Covid 19 Pandemic. The IPA is in the process of preparing a restarting plan with the Indonesian Task Force.

b. Africa

Prof. Bouassida, IPA Director, is leading the plan. If the plan is approved, one day seminar will be held around March 2025. The IPA envisage a budget of approximately USD10,000 for the seminar.

C) Specifications of the Press-in Piling Method

The specification has been completed by approx. 75% (150 of 200 pages). When it is completed by around 80%, it will be circulated among the editorial members (Dr. Kusakabe, Dr. Takemura, Dr. Terashi, Dr. Andrew McNamara, Dr. Goh Teik Lim, Dr. Ishihara and Mr. Nozaki). It is currently expected to be around May or June 2024.

D) Terminology on Press-in Technology

The work will continue through the fiscal year of 2024, according to the timetable shown below, targeting the publication prior to the ICPE2024.

WG	Task	FY2022				FY2023				FY2024				
		←								→ *3rd ICPE				
	Making a policy	←	→			←	→							
	Preparing a corresponding table					←	→							
	Translating English into Japanese if necessary, and vice versa					←	→							
	Checking consistency of meaning between Japanese and English definitions					←	→							
JG	Reviewing and modifying							←	→					
	Opinion gathering to the opened terminology, modification of platform, and data addition and correction							←	→					
	Meeting	x				x								
	Publish ★, update ☆									★1	★			★2
	Selecting key words* and checking a priority	←	→											
G1	Giving a definition if necessary, and translating Japanese into English		←	→										
	Reviewing and modifying, addition by requests			←	→			←	→					
	Selecting key words and checking a priority	←	→											
	Considering alternatives/Renaming to some words if necessary	←	→											
G2	Giving a definition, if necessary		←	→										
	Preparing figures for definition		←	→										
	Reviewing and modifying, addition by requests			←	→					←	→			
G3	Preparing a corresponding table b/w English and other languages									←	→			
Maintenance and updating by Development Committee													←	→

★1: provisional WEB opening of English and Japanese terminology DB
 ★2: provisional WEB opening of other languages terminology DB
 ★ : official opening of WEB opening of terminology DB

E) Third International Conference on Press-in Engineering (ICPE2024)

The ICPE2024 is to be held in Singapore from 3rd to 5th July 2024. The theme of the conference is “Superiority of Press-in Piling towards Sustainable Construction in Tackling Climate Change for Infrastructure Development”.

[See the ICPE2024 official website](#)

F) Press-in Piling Technology: A Technical Book (In Japanese)

The publication of the technical book will be included in the Development Committee’s activity plan. The Editorial Committee comprises 8 committee members led by Dr. Kusakabe. The publication is planned to cover the basics of the press-in piling method, practical technologies and application to typical infrastructures, and expected to be published by the end of 2024.

3. Publicity Committee

The Publicity Committee will continue to publish IPA Newsletter and Booklet series and improve digital contents available for IPA members.

A) IPA Newsletters

The IPA Newsletters Editorial Committee will continue to publish Newsletter on a quarterly basis. The Editorial Committee considers that the authors of special contributions (non-members only) may receive a reward of some amount to attract more writers when requires.

B) Booklet-4: Cutting-Edge Technology

The special contributions related to advanced technology that appeared in the previous Newsletters will be re-edited and will be published as a booklet in the fiscal year 2024.

4. Awards Committee

The Awards Committee will select the winners of the following five award programs. These awards will be presented at the time of ICPE2024 held in Singapore in July.

- 1) Outstanding Project Award
- 2) Innovative Technology Award
- 3) Distinguished Research Award
- 4) Life-Long Contribution Award
- 5) Early Career Engineer Award

The Awards Committee will also prepare the presentation of the ICPE Best Paper Award in cooperation with the Organizing Committee of ICPE2024.

In addition to the above, the Awards Committee will consider measures to increase the recognition of the IPA Awards Program, including promotion of the awardees of each Award Program, the awarded projects and papers at ICPE2024, and take measures towards ICPE2027.

5. Administration Committee

The Administration Committee will deal with the day-to-day operations and coordinate with other Standing Committees to ensure the smooth running of IPA activities. The Committee will also promote further international networking and strengthen the IPA membership, both individual and corporate members, taking advantage of the opportunity of the Third International Conference on Press-in Engineering ICPE2024 and the planned Press-in Engineering Seminar in the Africa and other region.

A) Forming and developing the international network

- a. To assist the Vice Presidents and corresponding staff of each IPA Regional Office in promoting activities to expand the IPA network.
- b. Continuously invite young researchers and engineers to IPA activities, including conference, seminar and research, in order to expand the international network and cultivate young researchers and engineers around the world.
- c. To consider providing IPA members with the opportunity to communicate with each other conveniently to develop interaction among IPA members, starting with considering some programs related to association activities for student members and younger members.
- d. Continue to consider the possibility of establishing an industry organization such as the Japan Press-in Association outside Japan together with the regional offices.

B) Expanding IPA Membership

- a. Expand membership through ICPE2024 by supporting to increase the registration of ICPE2024 participants, ensure the success of the conference and promote it before and after the conference. In particular, to expand student membership, plan to invite a group of university and polytechnic students to the plenary sessions of ICPE2024.
- b. Expand corporate, individual, and student membership by supporting the expansion and revitalization of research activities and strengthening the industry-academia-government network.

6. Others

The first meeting of the Board of Directors for fiscal year 2024 is scheduled for 2nd July 2024, in Singapore, in conjunction with the ICPE2024. At the Board meeting, the incoming President and the Vice Presidents for the term 2024-2025 will be elected from among the Directors, and the Executive Director for the term 2024-2025 and the Chairs of the Standing Committee for the term 2024 will be appointed by the President from among the Directors and approved by the Board of Directors.

Agenda 4: Budget for Fiscal Year 2024

Budget for the Fiscal Year 2024

Period : 1st Apr. 2024 - 31st Mar. 2025

(Unit: JPY)

Items	2023 Actual	2024 Budget	Note
Operating Activities			
1 Operating Income			
① Membership Fee			
Individual Member's Annual Fee	6,910,000	7,000,000	
Corporate Member's Annual Fee	6,700,000	6,600,000	
② Contribution			
Contribution	16,000,000	16,000,000	
③ Miscellaneous Income			
Research Commission	0	0	
Sales of Books	659,180	1,000,000	Press-in Retaining Structures: A Handbook, etc.
Seminars (Japan)	0	200,000	Registration fee for Press-in Seminar
Seminars (overseas)	933,764	1,900,000	Registration fee, Sponsorship for Africa and Indonesia Seminar
Reimbursement	191,940	1,135,655	Replacement costs for ICPE2024, etc.
Other Income	152	500	Bank interest
Total Operating Income	31,395,036	33,836,155	
2 Operating Expenditure			
① Expenditure for Conference and Seminar			
Seminars (Japan)	0	600,000	Preparation costs for Press-in Seminar
Seminars (overseas)	323,377	3,200,000	Preparation costs for Africa and Indonesia Seminar
② Expenditure for Publication			
Press-in Handbook	1,455,143	600,000	Editing and writing payment of Arabic version
Case History	902,220	0	Editing and printing costs, etc.
IPA Newsletter	218,745	240,000	Editing and writing payment, etc.
Booklet 3: Disaster Countermeasures	540,100	300,000	Editing and printing costs, etc.
Press-in Piling Technology: A Technical Book (Japanese)	0	3,000,000	Editing and printing costs, etc.
Miscellaneous Expense	47,712	0	
③ Expenditure for Research and Committee Activities			
Board of Directors' Meeting / Steering Committee Expenses	4,153,552	6,400,000	
President / Secretary / Regional Office Activities			
President Activities	994,358	1,000,000	
Secretariats' Activities	0	600,000	
Regional Office Activities	201,960	800,000	
Research Committee / Technical Committee Expenses	0	2,000,000	
Specifications of the Press-in Method	41,360	200,000	Editing and translation costs
Awarding Expenditures	0	250,000	
IPA Library	595,767	600,000	
Other Activities (e.g., Participations to other conferences)	0	0	
④ Administrative Expenditure			
System Maintenance	2,219,400	2,230,000	
Printing Expenditures	9,150	48,000	IPA brochure, etc.
Postage Cost for Internal / Domestic	160,235	180,000	
Communication Expenses	96,646	96,000	Telephone charges
Director's Remuneration	11,042,611	10,844,130	
Lease Expenses	3,283,535	3,360,000	Office rent, multifunction printer, etc.
Outsourcing Expense	1,641,204	1,675,000	Certified accountant fees, etc.
Commission Expense	167,974	300,000	Bank charges
Office Supplies Expense	164,179	260,000	
Miscellaneous Expense	535,721	360,000	
Advances Paid	1,135,655	0	
Total Expenditure	29,930,604	39,143,130	
Surplus / (Deficit) of Income over Expenditure	1,464,432	-5,306,975	
Balance brought from the Previous Year	13,266,837	14,731,269	
Surplus / (Deficit) of the Current Year	1,464,432	-5,306,975	
Balance carried forward to the Next Year	14,731,269	9,424,294	

Agenda 5: Election of Directors and Auditors

The Nomination Committee^(*1) hereby proposes the following seventeen (17) candidates as the Directors and Auditor for the two **fiscal years 2024 and 2025** in accordance with Chapter IV, Article 12 of the IPA Constitution.

Directors for the term of 2024-2025:

Name (Honorifics omitted/unordered)	Affiliation	Country Region
Chun Fai Leung	Emeritus Professor National University of Singapore	Singapore
Tatsunori Matsumoto	Emeritus Professor Kanazawa University	Japan
Osamu Kusakabe	Professor Emeritus Tokyo Institute of Technology	Japan
Majid Ghayoomi	Associate Professor University of New Hampshire	United States
Yoshiaki Kikuchi	Advisor General incorporated foundation Coastal Development Institute of Technology	Japan
Pastsakorn Kitiyodom	Managing Director ATT Consultants Company Limited Chief Operating Officer TEAM Consulting Engineering and Management PCL.	Thailand
Ramin Motamed	Associate Professor University of Nevada Reno	United States
Shinji Taenaka	General Manager Nippon Steel Corporation	Japan
Katsutoshi Ueno	Associate Professor Tokushima University	Japan
Vu Anh Tuan	Associate Professor Le Quy Don Technical University	Viet Nam
Rui Wang	Associate Professor Tsinghua University	China
David White	Professor University of Southampton	United Kingdom
Mark Albert H. Zarco	Professor University of the Philippines, Diliman	Philippines

Auditor for the term of 2024-2025:

Name (Honorifics omitted)	Affiliation	Country Region
Tsuyoshi Tanouchi	Managing Operating Officer GIKEN LTD.	Japan

Candidates for the new Directors (term of 2024-2025):

Name (Honorifics omitted/unordered)	Affiliation	Country Region
David, Kuo-Wei Lin	President & Representative Director Chuen-Chang Enterprise Co., Ltd.	Taiwan
Marawan M. Shahien	Professor Tanta University Geotechnical Engineering Consultant	Egypt
Cristina de Hollanda Cavalcanti Tsuha	Professor University of São Paulo	Brazil

The curriculum vitae of the new Directors can be found on the following pages.

Note: The Nomination Committee^(*) was formed in accordance with Section 4 of the By-laws.

Remarks: Agenda 5 asks for the collective approval of seventeen (17) candidates instead of individuals. Should you have any comments on this Agenda 5, please post your comments on the online voting page.

Candidate for the new Director 1:

Name	David, Kuo-Wei Lin
Current position	President & Representative Director Chuen-Chang Enterprise Co., Ltd., Taiwan
Nationality	Taiwanese

Educational Background

2002	M.E. in Aeronatic & Astronautic Engineering National Cheng Kung University, Taiwan
2000	B.E. in Aeronatic & Astronautic Engineering National Cheng Kung University, Taiwan

Professional Experience

2017 - Present	President & Representative Director Chuen-Chang Enterprise Co., Ltd., Taiwan
2012 - 2017	General Manager & Excutive Director Chuen-Chang Enterprise Co., Ltd., Taiwan
2007 - 2012	Head of Engineering Division & Director Chuen-Chang Enterprise Co., Ltd., Taiwan
2003 - 2007	Researcher National Space Program Office (NSPO)

As an engineering practitioner in the real field, he has extensive knowledge and experience in the complete construction process from design, procurement, installation and maintenance of steel sheet pile retaining walls and other pile structures in actual projects.

Candidate for the new Director 2:

Name	Marawan M. Shahien
Current position	Professor of Geotechnical Engineering and Foundations General Coordinator of Special Programs (Credit Hour System) Faculty of Engineering, Tanta University, Tanta, Egypt Geotechnical Engineering Consultant
Nationality	Egyptian

Educational Background

1998	Ph.D. in Geotechnical Engineering University of Illinois at Urbana-Champaign, USA
1991	M.Sc. in Geotechnical Engineering University of Illinois at Urbana-Champaign, USA
1987	B.Sc. in Civil Engineering Kuwait University, Kuwait

Academic Awards

2020	Honorable Mention of the R.M. Quigley Award for best paper published in Canadian Geotechnical Journal in the previous year. Canadian Geotechnical Society (CGS)
2004	Norman Medal Award for authoring a paper judged worthy of special commendation for its merit as a contribution to Eng. Science American Society of Civil Engineers (ASCE)
1992	Ralph B. Peck Fellowship for outstanding performance in geotechnical Engineering, University of Illinois
1991	Stanley D. Wilson Fellowship for outstanding performance in geotechnical. Engineering, University of Illinois

Professional Experience

2022 - Present	Vice President of International Society for Soil Mechanics and Geotechnical Engineering (ISSMGE) for Africa and Board Member
2018 - Present	General Coordinator of Special Programs (Credit Hour System) Faculty of Engineering, Tanta University, Egypt
2015 - 2018	Coordinator of Construction Engineering Program (Credit Hour System) Faculty of Engineering, Tanta University, Egypt
2014 - Present	Professor of Geotechnical Engineering and Foundations Tanta University, Egypt
2007 - 2014	Associate Professor Tanta University, Egypt
2009	Secretary General, Organizer, member of International Advisory Committee and co-editor of conference proceedings (5 volumes) of 17th ICSMGE, Alexandria, Egypt
2004 - Present	Head of Geotechnical Engineering Department Hamza Associates, Consulting office, Egypt

Qualification	Registered Geotechnical Engineering Consultant in the Egyptian Syndicate of Engineers
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Candidate for the new Director 3:

Name	Cristina de Hollanda Cavalcanti Tsuha
Current position	Professor Department of Geotechnical Engineering, São Carlos School of Engineering, University of São Paulo, Brazil
Nationality	Brazilian

Educational Background

2007	Ph.D. in Geotechnical Engineering University of São Paulo, Brazil
2003	M.Sc. in Geotechnical Engineering University of São Paulo, Brazil
1994	B.Sc. in Civil Engineering Centro Universitário do Instituto Mauá de Tecnologia, Brazil

Professional Experience

2024 - Present	Full Professor Department of Geotechnical Engineering, São Carlos School of Engineering, University of São Paulo, Brazil
2017 - 2024	Associate Professor Department of Geotechnical Engineering, São Carlos School of Engineering, University of São Paulo, Brazil
2010 - 2016	Assistant Professor Department of Geotechnical Engineering, São Carlos School of Engineering, University of São Paulo, Brazil
2018 - 2022	Brazilian representative on Technical Committees TC104 (Physical Modeling in Geotechnics) of International Society for Soil Mechanics and Geotechnical engineering (ISSMGE)
2020 - Present	Associate Editor of the Canadian Geotechnical Journal
2016 - Present	Member of the editorial board of the International Journal of Physical Modeling in Geotechnics
2023 - Present	Member of the editorial board of the International Journal of Geotechnical Engineering
2008 - 2009	Postdoctoral Internship 3SR Laboratory, France -Physical modeling of cyclically loaded pile in a calibration chamber
1995 - 2001	Project and Field Engineer in Foundation and Excavation works, and in the area of budgeting and planning in Civil Construction.

Qualification	Professional Engineer, Brazil (Civil Engineering)
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Agenda 6: Amendments to the Constitution

The proposed amendments to the Constitution, with the addition of articles to make English text the original for the Constitution, By-Laws and Regulations, are attached hereto.
(see the following pages)

Current Constitution	Amendments to Constitution	Remarks
<p>CHAPTER I General</p> <p>Article 1 – Name The name of this Association will be the International Press-in Association, hereafter referred to as the “Association”. The abbreviation of the Association will be “IPA”.</p> <p>Article 2 – Office The Association will be located at 2-4-3 Konan, Minato-ku, Tokyo, Japan.</p> <p>Article 3 – Branches The Association may establish Branches based on the resolution of the Board of Directors.</p>	<p>CHAPTER I General</p> <p>Article 1 – Name The name of this Association will be the International Press-in Association, hereafter referred to as the “Association”. The abbreviation of the Association will be “IPA”.</p> <p>Article 2 – Office The Association will be located at 2-4-3 Konan, Minato-ku, Tokyo, Japan.</p> <p>Article 3 – Branches The Association may establish Branches based on the resolution of the Board of Directors.</p>	
<p>CHAPTER II Purpose and Activities</p> <p>Article 4 – Purpose The Association will have the purpose of advancing press-in engineering through international cooperation amongst practitioners, project owners and academia, promoting environmentally-considered construction, and thereby contributing to the development of society.</p> <p>Article 5 – Activities In order to attain the purpose set out in the preceding Article 4, the Association will be engaged in the following activities:</p> <ol style="list-style-type: none"> (1) To encourage information exchange among specialized piling contractors, general contractors, design engineers, project owners, material suppliers, machine manufacturers and academia for improving the planning, design and construction of embedded structures and walls; that is the prime purpose of press-in engineering and the Association. (2) To promote research and development by organizing committees and/or working groups of engineers and academia from various disciplines that are interested in press-in engineering. Typical disciplines include, but are not limited to geotechnical engineering, environmental engineering, mechanical engineering, measuring-surveying-monitoring engineering, data and information processing. (3) To compile State of the Art and Practice of press-in engineering and help practicing engineers solve real-life problems and assist government agencies develop relevant codes and standards. (4) To support and hold international conferences, symposia, lectures and seminars related to press-in engineering. 	<p>CHAPTER II Purpose and Activities</p> <p>Article 4 – Purpose The Association will have the purpose of advancing press-in engineering through international cooperation amongst practitioners, project owners and academia, promoting environmentally-considered construction, and thereby contributing to the development of society.</p> <p>Article 5 – Activities In order to attain the purpose set out in the preceding Article 4, the Association will be engaged in the following activities:</p> <ol style="list-style-type: none"> (1) To encourage information exchange among specialized piling contractors, general contractors, design engineers, project owners, material suppliers, machine manufacturers and academia for improving the planning, design and construction of embedded structures and walls; that is the prime purpose of press-in engineering and the Association. (2) To promote research and development by organizing committees and/or working groups of engineers and academia from various disciplines that are interested in press-in engineering. Typical disciplines include, but are not limited to geotechnical engineering, environmental engineering, mechanical engineering, measuring-surveying-monitoring engineering, data and information processing. (3) To compile State of the Art and Practice of press-in engineering and help practicing engineers solve real-life problems and assist government agencies develop relevant codes and standards. (4) To support and hold international conferences, symposia, lectures and seminars related to press-in engineering. 	

<p>(5) To evaluate studies, technologies, and practices related to press-in engineering and award honors.</p> <p>(6) To improve public and government awareness of press-in engineering through the IPA web site and publications.</p> <p>(7) To promote communication among members of the Association and professional development of members.</p> <p>(8) To perform other activities <u>required</u> to attain the purpose of the Association.</p>	<p>(5) To evaluate studies, technologies, and practices related to press-in engineering and award honors.</p> <p>(6) To improve public and government awareness of press-in engineering through the IPA web site and publications.</p> <p>(7) To promote communication among members of the Association and professional development of members.</p> <p>(8) To perform other activities <u>as necessary</u> to attain the purpose of the Association.</p>	
<p>CHAPTER III Membership</p> <p>Article 6 – Types of Memberships Membership will comprise the following three types. Individual Member: Individuals who have educational background or professional experiences related to press-in engineering and are in favor of the aims of the Association. Corporate Member: Corporations or organizations who are willing to support the activities of the Association. Student Member: Students of universities, colleges, junior colleges or technical colleges who are interested in press-in engineering.</p> <p>Article 7 - Admittance and dues 1. To become an Individual Member, a Corporate Member or a Student Member, an applicant shall follow all required procedures for admittance and shall be approved by the Board of Directors. 2. In the case of Corporate Member, any such member shall nominate and <u>file with</u> the Association an individual who represents such member and exercise its powers (known as "Individual Member Representative of Corporate Member"). Any <u>alteration of such</u> Representative of Corporate Member shall be <u>filed</u> in the same manner. 3. All members shall pay annual dues as provided for in the Regulations. 4. Annual dues shall be non-refundable for any reason.</p> <p>Article 8 - Termination of Membership Membership shall be terminated if any of the following occurs: (1) Withdrawal, (2) Appointment of judicial guardianship, or bankruptcy, (3) Death, court decision of disappearance, or dissolution for Corporate Member, (4) Removal.</p>	<p>CHAPTER III Membership</p> <p>Article 6 – Types of Memberships Membership will comprise the following three types. Individual Member: Individuals who have educational background or professional experiences related to press-in engineering and are in favor of the aims of the Association. Corporate Member: Corporations or organizations who are willing to support the activities of the Association. Student Member: Students of universities, colleges, junior colleges or technical colleges who are interested in press-in engineering.</p> <p>Article 7 - Admittance and dues 1. To become an Individual Member, a Corporate Member or a Student Member, an applicant shall follow all required procedures for admittance and shall be approved by the Board of Directors. 2. In the case of <u>a</u> Corporate Member, any such member shall nominate and <u>notify</u> the Association <u>of the details of</u> an individual who represents such member and exercises its powers (known as "Individual Member Representative of Corporate Member"). Any <u>change in the</u> Representative of <u>a</u> Corporate Member shall be <u>notified</u> in the same manner. 3. All members shall pay annual dues as provided for in the Regulations. 4. Annual dues shall be non-refundable for any reason.</p> <p>Article 8 - Termination of Membership Membership shall be terminated if any of the following occurs: (1) Withdrawal, (2) Appointment of judicial guardianship, or bankruptcy, (3) Death, court decision of disappearance, or dissolution for <u>a</u> Corporate Member, (4) Removal.</p>	<p>Clarification of unclear description</p>

<p>Article 9 -Withdrawal</p> <ol style="list-style-type: none"> 1. A member who desires to withdraw from the Association shall submit a withdrawal form after having fulfilled any outstanding obligations. 2. Any member may be treated as having withdrawn from the Association if such member has not paid dues over two years. <p>Article 10 – Removal</p> <p>Any member who disgraces the honor of the Association and commits behavior contrary to the purpose of the Association may be removed from the membership of the Association after the resolution of the Board of Directors.</p>	<p>Article 9 -Withdrawal</p> <ol style="list-style-type: none"> 1. A member who desires to withdraw from the Association shall submit a withdrawal form after having fulfilled any outstanding obligations. 2. Any member may be treated as having withdrawn from the Association if such member has not paid dues over two years. <p>Article 10 – Removal</p> <p>Any member who disgraces the honor of the Association and commits behavior contrary to the purpose of the Association may be removed from the membership of the Association after the resolution of the Board of Directors.</p>	
<p>CHAPTER IV Directors and Auditors</p> <p>Article 11 - Number of Directors and Auditors</p> <p>The Association will have the following Directors and Auditors:</p> <ol style="list-style-type: none"> (1) Directors not less than ten (10) members and not more than thirty (30) members. (2) Not more than two (2) Auditors. <p>Article 12 - Election of Directors and Auditors</p> <ol style="list-style-type: none"> 1. Directors and Auditors will be elected from among the Individual Members (Including Individual Members Representative of Corporate Member) of the Association by the resolution of the General Assembly. 2. The Directors will elect one (1) President and not more than five (5) Vice Presidents from among themselves. 3. One (1) Executive Director may be appointed from among the Directors by the President when necessary and approved by the Board of Directors. 4. In the case of vacancy of Directors or Auditors, substitute Directors or Auditors may be elected. In this case Section 1 of Article 12 shall apply. <p>Article 13 - Duties of Directors</p> <ol style="list-style-type: none"> 1. The Directors will discharge their duties as provided below: <ol style="list-style-type: none"> (1) The President will represent the Association and oversees the affairs of the Association. (2) The Vice Presidents will assist the President and, if and when the President is unable to discharge <u>his/her</u> duties or is vacant, will discharge the duties of the President in <u>his/her</u> place in such order prescribed by the President in advance. 	<p>CHAPTER IV Directors and Auditors</p> <p>Article 11 - Number of Directors and Auditors</p> <p>The Association will have the following Directors and Auditors:</p> <ol style="list-style-type: none"> (1) Directors not less than ten (10) members and not more than thirty (30) members. (2) Not more than two (2) Auditors. <p>Article 12 - Election of Directors and Auditors</p> <ol style="list-style-type: none"> 1. Directors and Auditors will be elected from among the Individual Members (Including Individual Members Representative of Corporate Members) of the Association by the resolution of the General Assembly. 2. The Directors will elect one (1) President and not more than five (5) Vice Presidents from among themselves. 3. One (1) Executive Director may be appointed from among the Directors by the President when necessary and approved by the Board of Directors. 4. In the case of vacancy of Directors or Auditors, substitute Directors or Auditors may be elected. In this case Section 1 of Article 12 shall apply. <p>Article 13 - Duties of Directors</p> <ol style="list-style-type: none"> 1. The Directors will discharge their duties as provided below: <ol style="list-style-type: none"> (1) The President will represent the Association and oversees the affairs of the Association. (2) The Vice Presidents will assist the President and, if and when the President is unable to discharge <u>their</u> duties or is vacant, will discharge the duties of the President in <u>their</u> place in such order prescribed by the President in advance. 	<p>Technical error</p> <p>Revision of third person pronouns from a gender-neutral perspective</p>

<p>(3) The Executive Director will assist the President and Vice Presidents, and will oversee the smooth management of the whole affairs of the Association, and discharge duties assigned to <u>him/her</u> by the resolutions of the Board of Directors.</p> <p>(4) The Directors other than those specified in the preceding paragraphs will assist the President, the Vice Presidents and the Executive Director, and perform affairs of the Association in accordance with the resolution of the Board of Directors.</p> <p>2. The Directors will consider and decide by voting the matters stipulated in Article 18.</p> <p>3. Directors may not be Auditors at the same time.</p> <p>Article 14 - Duties of Auditors</p> <p>1. The Auditors shall perform duties as provided below:</p> <p>(1) to audit the status of assets of the Association;</p> <p>(2) to audit the business performed by Directors;</p> <p>(3) to report to the General Assembly any failure to comply with laws, constitution or material unfair practices if such failures or practices are found</p> <p>(4) to call the General <u>Assemblies</u> to report the matters listed above.</p> <p>2. The Auditors may be present at the meetings of the Board of Directors, and state opinions, but may not vote thereat.</p> <p>3. Auditors may not be Directors at the same time.</p> <p>Article 15 - Terms of office for Directors, Auditors, President, Vice Presidents and Executive Director</p> <p>1. The term of office for Directors and Auditors shall be two years.</p> <p>2. The term of office for the President, Vice Presidents and Executive Director shall be two years.</p> <p>3. A Director or an Auditor may not serve more than five (5) consecutive terms. After the five consecutive term limit, a Director or an Auditor must vacate <u>his/her</u> position at least one year before seeking reelection. Provided, however, that if a Director is elected to the President, a Vice President or the Executive Director, the above-mentioned term limit shall automatically be extended for as long as the Director remains serving as the President, a Vice President or the Executive Director.</p> <p>4. The term of office for Directors and Auditors shall begin at the time of election at the General Assembly.</p>	<p>(3) The Executive Director will assist the President and Vice Presidents, and will oversee the smooth management of the whole affairs of the Association, and discharge duties assigned to <u>them</u> by the resolutions of the Board of Directors.</p> <p>(4) The Directors other than those specified in the preceding paragraphs will assist the President, the Vice Presidents and the Executive Director, and perform affairs of the Association in accordance with the resolution of the Board of Directors.</p> <p>2. The Directors will consider and decide by voting the matters stipulated in Article 18.</p> <p>3. Directors may not be Auditors at the same time.</p> <p>Article 14 - Duties of Auditors</p> <p>1. The Auditors shall perform duties as provided below:</p> <p>(1) to audit the status of assets of the Association;</p> <p>(2) to audit the business performed by Directors;</p> <p>(3) to report to the General Assembly any failure to comply with laws, constitution or material unfair practices if such failures or practices are found</p> <p>(4) to call the General <u>Assembly</u> to report the matters listed above.</p> <p>2. The Auditors may be present at the meetings of the Board of Directors, and state opinions, but may not vote thereat.</p> <p>3. Auditors may not be Directors at the same time.</p> <p>Article 15 - Terms of office for Directors, Auditors, President, Vice Presidents and Executive Director</p> <p>1. The term of office for Directors and Auditors shall be two years.</p> <p>2. The term of office for the President, Vice Presidents and Executive Director shall be two years.</p> <p>3. A Director or an Auditor may not serve more than five (5) consecutive terms. After the five consecutive term limit, a Director or an Auditor must vacate <u>their</u> position <u>for</u> at least one year before seeking reelection. Provided, however, that if a Director is elected to the President, a Vice President or the Executive Director, the above-mentioned term limit shall automatically be extended for as long as the Director remains serving as the President, a Vice President or the Executive Director.</p> <p>4. The term of office for Directors and Auditors shall begin at the time of election at the General Assembly.</p>	<p>Unification of the term "General Assembly" in the singular</p> <p>Revision of third person pronouns from a gender-neutral perspective</p>
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<p>5. The term of office for the President, Vice Presidents and Executive Director shall begin at the time of election at the Meeting of the Board of Directors.</p> <p>6. The term of office for substitute Directors and Auditors shall be the unexpired term of office for the predecessors.</p> <p>7. Directors and Auditors shall continue their respective offices until the election of the successors irrespective of the termination of their offices or their resignation.</p> <p>Article 16 - Remuneration of Directors and Auditors</p> <p>Directors and Auditors can be remunerated on the payment basis stipulated in the Regulations.</p>	<p>5. The term of office for the President, Vice Presidents and Executive Director shall begin at the time of election at the Meeting of the Board of Directors.</p> <p>6. The term of office for substitute Directors and Auditors shall be the unexpired term of office for the predecessors.</p> <p>7. Directors and Auditors shall continue their respective offices until the election of the successors irrespective of the termination of their offices or their resignation.</p> <p>Article 16 - Remuneration of Directors and Auditors</p> <p>Directors and Auditors can be remunerated on the payment basis stipulated in the Regulations.</p>	
<p>CHAPTER V Meetings</p> <p>Article 17 - Organization and Convocation of Board of Directors</p> <p>1. The Board of Directors shall consist of Directors, and the President will preside at the meetings thereof.</p> <p>2. The meetings of the Board of Directors will be called by the President not less than once a year. If the President considers necessary, or at the request of not less than one-third of all Directors showing the purposes of the meetings, Extraordinary Meetings of the Board of Directors will be held.</p> <p>3. The Latest Available Past President, as appointed in accordance with the <u>Bylaws</u>, may be present at the meetings of the Board of Directors and state opinions, but may not vote thereat if <u>he/she is</u> not a Director.</p> <p>Article 18 - Matters to be resolved by the Board of Directors</p> <p>1. The Board of Directors will resolve the agenda to be proposed to the General Assembly and the matters necessary for the management of the Association except those matters falling within the powers of the General Assembly.</p> <p>2. The Board of Directors, by its resolution, may entrust the management of the Association between meetings of the Board of Directors to the Steering Committee to the extent authorized by the Board of Directors. The Steering Committee shall consist of the President, the Latest Available Past President, the <u>President-elect</u> as <u>elected</u> in accordance with the <u>Bylaws</u>, the Executive Director, the Secretary General and the representatives, as appointed in accordance with the <u>Bylaws</u>, of the Standing Committees which the Board of Directors considers necessary to establish.</p>	<p>CHAPTER V Meetings</p> <p>Article 17 - Organization and Convocation of Board of Directors</p> <p>1. The Board of Directors shall consist of Directors, and the President will preside at the meetings thereof.</p> <p>2. The meetings of the Board of Directors will be called by the President not less than once a year. If the President considers necessary, or at the request of not less than one-third of all Directors showing the purposes of the meetings, Extraordinary Meetings of the Board of Directors will be held.</p> <p>3. The Latest Available Past President, as appointed in accordance with the <u>By-laws</u>, may be present at the meetings of the Board of Directors and state opinions, but may not vote thereat if <u>they are</u> not a Director.</p> <p>Article 18 - Matters to be resolved by the Board of Directors</p> <p>1. The Board of Directors will resolve the agenda to be proposed to the General Assembly and the matters necessary for the management of the Association except those matters falling within the powers of the General Assembly.</p> <p>2. The Board of Directors, by its resolution, may entrust the management of the Association between meetings of the Board of Directors to the Steering Committee to the extent authorized by the Board of Directors. The Steering Committee shall consist of the President, the Latest Available Past President, the <u>candidate for incoming President</u> as <u>nominated</u> in accordance with the <u>By-laws</u>, the Executive Director, the Secretary General and the representatives, as appointed in accordance with the <u>By-laws</u>, of the Standing Committees which the Board of Directors considers necessary to establish.</p>	<p>Unification of the term "Bylaws" to "By-laws"</p> <p>Revision according to the actual procedure, where the term "President-elect" means candidate for next President and it is nominated instead of elected as stated in the By-laws.</p>

<p>3. The Standing Committees will assist the role of the Steering Committee. The Chairs of the Standing Committees will be appointed by the President from among the Directors and approved by the Board of Directors.</p> <p>Article 19 - Quorum and Resolution of the Board of Directors</p> <p>1. The quorum for the meetings of the Board of Directors shall be a majority of Directors, provided however that any Director shall be deemed to be present if such Director shows <u>his/her</u> intent in writing (including but not limited to email) for the matters to be considered in the meetings.</p> <p>2. Resolutions shall be adopted by an affirmative vote of a majority of Directors present at the meetings. If the respective numbers of the affirmative votes and negative votes are equal, the President shall have a casting vote.</p> <p>Article 20 - Organization and Convocation of General Assembly</p> <p>1. The General Assembly shall consist of Individual Members specified in Article 6 and Individual Member Representatives of Corporate Members specified in paragraph 2 of Article 7.</p> <p>2. The Ordinary General Assembly will be called by the President once for each Fiscal Year within two months from the end of such Fiscal Year.</p> <p>3. <u>The</u> Extraordinary General Assembly shall be held by the call of the President or Auditors, as the case may be, in each of the following cases:</p> <p>(1) when the President considers necessary;</p> <p>(2) when Auditors consider necessary;</p> <p>(3) when not less than one-twentieth of the Individual Members demand the convocation of the General Assembly showing the agenda to be transacted thereat. In this case, the meeting therefore shall be held within thirty days from the date of such demand.</p> <p>4. The President will preside at the meetings of the General Assembly.</p> <p>Article 21 - Call of General Assembly</p> <p>All meetings of the General Assembly shall be notified to each member by a notice (including but not limited to notice by email) or a publication of the Association not less than two weeks in advance of the time of such meeting showing the date and hours, places and agenda to be transacted thereat.</p>	<p>3. The Standing Committees will assist the role of the Steering Committee. The Chairs of the Standing Committees will be appointed by the President from among the Directors and approved by the Board of Directors.</p> <p>Article 19 - Quorum and Resolution of the Board of Directors</p> <p>1. The quorum for the meetings of the Board of Directors shall be a majority of Directors, provided however that any Director shall be deemed to be present if such Director shows <u>their</u> intent in writing (including but not limited to email) for the matters to be considered in the meetings.</p> <p>2. Resolutions shall be adopted by an affirmative vote of a majority of Directors present at the meetings. If the respective numbers of the affirmative votes and negative votes are equal, the President shall have a casting vote.</p> <p>Article 20 - Organization and Convocation of General Assembly</p> <p>1. The General Assembly shall consist of Individual Members specified in Article 6 and Individual Member Representatives of Corporate Members specified in paragraph 2 of Article 7.</p> <p>2. The Ordinary General Assembly will be called by the President once for each Fiscal Year within two months from the end of such Fiscal Year.</p> <p>3. <u>An</u> Extraordinary General Assembly shall be held by call of the President or Auditors, as the case may be, in each of the following cases:</p> <p>(1) when the President considers necessary;</p> <p>(2) when Auditors consider necessary;</p> <p>(3) when not less than one-twentieth of the Individual Members demand the convocation of the General Assembly showing the agenda to be transacted thereat. In this case, the meeting shall be held within thirty days from the date of such demand.</p> <p>4. The President will preside at the meetings of the General Assembly.</p> <p>Article 21 - Call of General Assembly</p> <p>All meetings of the General Assembly shall be notified to each member by a notice (including but not limited to notice by email) or a publication of the Association not less than two weeks in advance of the time of such meeting showing the date and hours, places and agenda to be transacted thereat.</p>	<p>(The President must be elected to the presidency from among the Directors in accordance with Article 12.2 of the Constitution)</p> <p>Revision of third person pronouns from a gender-neutral perspective.</p>
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<p>Article 22 - Quorum and Resolutions</p> <ol style="list-style-type: none"> 1. The quorum of the General Assembly shall be a majority of all Individual Members and Individual Member Representatives of Corporate Members, provided however that any of them shall be deemed to be present if <u>he/she</u> shows <u>his/her</u> decisions in writing (including but not limited to email) with respect to the agenda of the meeting. 2. Each Individual Member and Individual Member Representative of Corporate Member will have one vote, and all transactions will be adopted by a majority of those present at the meeting, unless otherwise provided for the required number of votes for resolutions. <p>Article 23 - Matters to be resolved by General Assembly The General Assembly will resolve the following matters:</p> <ol style="list-style-type: none"> (1) Election of Directors and Auditors; (2) Business plan and budgets of revenue and expenditure; (3) Business report and settlements of report and expenditure; (4) Alteration of Constitution; (5) Transfer into Fundamental Assets; (6) Approval of long-term borrowings; (7) Disposition, mortgaging, pledging or other encumbrance of Fundamental Assets; (8) Dissolution and liquidation; (9) Any other matters as considered necessary by the Board of Directors. <p>Article 24 - Minutes All minutes of the General Assembly and the Board of Directors will be prepared by the President, and will be signed by the President and two representatives present at the meetings and preserved by the President.</p> <p>Article 25 - Notice of Resolutions of General Assembly All resolutions will be notified to Members.</p>	<p>Article 22 - Quorum and Resolutions</p> <ol style="list-style-type: none"> 1. The quorum of the General Assembly shall be a majority of all Individual Members and Individual Member Representatives of Corporate Members, provided however that any of them shall be deemed to be present if <u>they</u> show <u>their</u> decisions in writing (including but not limited to email) with respect to the agenda of the meeting. 2. Each Individual Member and Individual Member Representative of <u>a</u> Corporate Member will have one vote, and all transactions will be adopted by a majority of those present at the meeting, unless otherwise provided for the required number of votes for resolutions. <u>If the respective numbers of the affirmative votes and negative votes are equal, the President shall have a casting vote.</u> <p>Article 23 - Matters to be resolved by General Assembly The General Assembly will resolve the following matters:</p> <ol style="list-style-type: none"> (1) Election of Directors and Auditors; (2) Business plan and budgets of revenue and expenditure; (3) Business report and settlements of report and expenditure; (4) Alteration of Constitution; (5) Transfer into Fundamental Assets; (6) Approval of long-term borrowings; (7) Disposition, mortgaging, pledging or other encumbrance of Fundamental Assets; (8) Dissolution and liquidation; (9) Any other matters as considered necessary by the Board of Directors. <p>Article 24 - Minutes All minutes of the General Assembly and the Board of Directors will be prepared by the President, and will be signed by the President and two representatives present at the meetings and preserved by the President.</p> <p>Article 25 - Notice of Resolutions of General Assembly All resolutions will be notified to Members.</p>	<p>Revision of third person pronouns from a gender-neutral perspective.</p> <p>Correction of discrepancies with the Japanese version of the Articles of Constitution. The article "In case of an equality of votes, the President shall have the casting vote", which has been included in Article 22, Section 2 of the Japanese version of the Constitution since its establishment, is missing in the English version.</p>
<p>CHAPTER VI Secretariat and Staff</p> <p>Article 26 - Secretariat and Staff</p> <ol style="list-style-type: none"> 1. The Association may have a secretariat and paid staff thereof to deal with its affairs. 2. Employment and dismissal of staff members will be made by the President with the resolution of the Board of Directors. 3. Organization and other matters related to the Secretariat will be determined separately. 4. One (1) Secretary General will be appointed by the President. 	<p>CHAPTER VI Secretariat and Staff</p> <p>Article 26 - Secretariat and Staff</p> <ol style="list-style-type: none"> 1. The Association may have a secretariat and paid staff thereof to deal with its affairs. 2. Employment and dismissal of staff members will be made by the President with the resolution of the Board of Directors. 3. Organization and other matters related to the Secretariat will be determined separately. 4. One (1) Secretary General will be appointed by the President. 	

<p>CHAPTER VII Assets and Accounting</p> <p>Article 27 – Assets The Assets of the Association shall be divided into the following two kinds Fundamental Assets: Assets resolved to be included as such by the General <u>Assemblies</u>. Operating Assets: Assets consisting of income from membership fees, profits generated from business activities, benefits derived from assets, donations and properties other than fundamental assets</p> <p>Article 28 - Restrictions to Disposition of Fundamental Assets The fundamental Assets may not be disposed of or served as security, provided, however, that part of the same may be disposed of or served as security by the resolution of the General Assembly if it is necessary for the performance of business.</p> <p>Article 29 - Fiscal Year The fiscal year of the Association shall begin on April 1 each year and end on March 31 of the next calendar year.</p>	<p>CHAPTER VII Assets and Accounting</p> <p>Article 27 – Assets The Assets of the Association shall be divided into the following two kinds Fundamental Assets: Assets resolved to be included as such by the General <u>Assembly</u>. Operating Assets: Assets consisting of income from membership fees, profits generated from business activities, benefits derived from assets, donations and properties other than fundamental assets</p> <p>Article 28 - Restrictions to Disposition of Fundamental Assets The fundamental Assets may not be disposed of or served as security, provided, however, that part of the same may be disposed of or served as security by the resolution of the General Assembly if it is necessary for the performance of business.</p> <p>Article 29 - Fiscal Year The fiscal year of the Association shall begin on April 1 each year and end on March 31 of the next calendar year.</p>	<p>Unification of the term "General Assembly" in the singular.</p>
<p>CHAPTER VIII Amendments of Constitution and Dissolution</p> <p>Article 30 - Amendments of the Constitution The Constitution may not be altered without an affirmative vote of a majority of three-quarters of the members present at a meeting of the General Assembly.</p> <p>Article 31 – Dissolution The dissolution of the Association may be made by a majority vote of three-quarters of the members present at a meeting of the General Assembly.</p> <p>Article 32 - Disposal of Remaining Assets Disposition of the remaining assets after the dissolution of the Association may only be made by a majority vote of three-quarters of the members² presen<u>ce</u> at a meeting of the General Assembly.</p>	<p>CHAPTER VIII Amendments of Constitution and Dissolution</p> <p>Article 30 - Amendments of the Constitution The Constitution may not be altered without an affirmative vote of a majority of three-quarters of the members present at a meeting of the General Assembly.</p> <p>Article 31 – Dissolution The dissolution of the Association may be made by a majority vote of three-quarters of the members present at a meeting of the General Assembly.</p> <p>Article 32 - Disposal of Remaining Assets Disposition of the remaining assets after the dissolution of the Association may only be made by a majority vote of three-quarters of the members present² at a meeting of the General Assembly.</p>	
<p>CHAPTER IX Supplementary Provisions</p> <p>Article 33 - Enforcement of Constitution By-laws and regulations that may be required for the enforcement of the Constitution may be provided by the resolution of the Board of Directors.</p> <p>Article 34 The Association is organized and exists under the laws of Japan, and if any dispute or difference of opinion arises relating to the Association or the Constitution, such dispute</p>	<p>CHAPTER IX Supplementary Provisions</p> <p>Article 33 - Enforcement of Constitution By-laws and regulations that may be required for the enforcement of the Constitution may be provided by the resolution of the Board of Directors.</p> <p>Article 34 The Association is organized and exists under the laws of Japan, and if any dispute or difference of opinion arises relating to the Association or the Constitution, such dispute</p>	

<p>or difference of opinion shall be resolved by the consultation among the parties in issue. Should resolution not be reached by such consultation, then resolution shall be subject to the exclusive jurisdiction of Tokyo District Court of Japan.</p> <p>Additional Provision This Constitution shall take effect as of 16th February 2007.</p> <p>Established 16th February 2007 Amended 3rd August 2010 Amended 22nd June 2017 Amended 25th May 2020 Technical Correction 1st October 2020</p>	<p>or difference of opinion shall be resolved by the consultation among the parties in issue. Should resolution not be reached by such consultation, then resolution shall be subject to the exclusive jurisdiction of Tokyo District Court of Japan.</p> <p><u>Article 35</u> <u>The official language used in the Constitution, By-laws and Regulations of the International Press-in Association is English.</u></p> <p>Additional Provision This Constitution shall take effect as of 16th February 2007.</p> <p>Established 16th February 2007 Amended 3rd August 2010 Amended 22nd June 2017 Amended 25th May 2020 Technical Correction 1st October 2020 <u>Amended date of the resolution</u></p>	<p>Clarification of the official language of the articles in case of inconsistencies or discrepancies between the English and Japanese versions of the Articles of Constitution, By-laws, and Regulations.</p>
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