

## ENGINEERING TECHNOLOGIST MOBILITY FORUM INTERNATIONAL REGISTER CO-ORDINATING COMMITTEE

### RULES

AMENDED JANUARY 2005

#### 1. GENERAL

These Rules have been developed and will be applied in accordance with the provisions of the Agreement to establish an International Register of Engineering Technologists, and are intended to be read in conjunction with those provisions. Should the requirements of the Rules and those of the Agreement be found to be inconsistent, the requirements of the Agreement will prevail.

#### 2. MONITORING COMMITTEES

2.1 The responsible committee in each signatory organisation responsible for undertaking the tasks given in Clause 4.2 of these Rules, and as indicated in Clause 8 of the Agreement, shall be named the Monitoring Committee for that signatory.

2.2 An authorised Monitoring Committee is one that has been authorised by the International Register Co-ordinating Committee to operate a section of the International Register, and their representative on the Co-ordinating Committee shall have a vote. Such Monitoring Committee shall be deemed to be voting members of the International Register Co-ordinating Committee.

#### 3. AUTHORISATION TO OPERATE A SECTION OF THE INTERNATIONAL REGISTER

3.1 Applications for authorisation to operate a section of the International Register within an economy must conform to the principles set out in the International Register Agreement and to such guidelines as may be approved from time to time by the International Register Co-ordinating Committee.

3.2 In applying for authorisation to operate a section of the International Register, a Monitoring Committee will be required to prepare and submit to the ETMF International Register Co-ordinating Committee a statement of the proposed assessment criteria and procedures.

- 3.3 Authorisation, which shall be interim until the initial review, will require support from two-thirds of the voting members of the Co-ordinating Committee.

#### **4. REVIEW PROCEDURES**

- 4.1 The assessment system applied by each authorised Monitoring Committee in controlling entry to a section of the International Register in the economy for which that Committee is responsible will be subject to monitoring by representatives of other authorised Monitoring Committees at intervals of not more than six years. The secretariat will establish a schedule for the implementation of the associated reviews and reports, and authorised Monitoring Committees will make every reasonable effort to comply with that schedule.

Any authorised Monitoring Committee which effects a substantial change to its assessment processes is obliged to report such a change to the secretariat and thus to provide the other authorised Monitoring Committees with an opportunity to request that the scheduled monitoring exercise be brought forward.

- 4.2 Upon receipt of a written request from the secretariat, each authorised Monitoring Committee will nominate two representatives to take part in monitoring the assessment criteria and procedures of any other Monitoring Committee, and undertake to meet the costs incurred by their representatives. This clause shall not require any authorised Monitoring Committee to provide more than one such representative in any calendar year.
- 4.3 Three representatives will be selected by the Co-ordinating Committee from the list of nominees to form the review team which shall include at least one participant with experience in engineering technology education, and one from an industrial or professional background. The Committee shall take all reasonable steps to ensure that none of the individuals selected through this process has had any substantial prior involvement in, or commitment to, the assessment system being reviewed.
- 4.4 The Monitoring Committee subject to review will be advised by the secretariat of the proposed composition of the review team, and be invited to show cause why any member of the team is not suitable. In the event that such an objection is lodged, the secretariat shall take such steps as appear necessary and appropriate to resolve the situation and shall, if unable to achieve consensus, consult the official representatives of all authorised Monitoring Committees before confirming the membership of the review team.
- 4.5 The Monitoring Committee subject to review will be given at least six months notice of the monitoring exercise, and will be invited to propose suitable arrangements, timetable and administrative support mechanism, for consideration by the review team. The monitoring exercise will cover all aspects of the assessment process, including, where relevant, accreditation systems, examinations, training schemes, continuing professional development and professional interviews, and will include an assessment visit.
- 4.6 Discussions relating to a monitoring exercise undertaken in accordance with these Rules will be held in confidence. At the conclusion of each exercise, the review team will forward its report and recommendations to the secretariat as soon as reasonably practicable. A copy of the report will be furnished to each authorised Monitoring Committee through the secretariat.

- 4.7 The recommendations open to the review team will be as follows:
- (a) that the International Register Co-ordinating Committee remove the interim authorisation status of the Monitoring Committee if such status pertains and extend the authorisation of the Monitoring Committee to operate a section of the International Register within their economy for a period of six years; or
  - (b) that the International Register Co-ordinating Committee extend the present authorisation of the Monitoring Committee to operate a section of the International Register within their economy for a period of not more than three years, subject to that Committee providing, within six months, a report that satisfies the International Register Co-ordinating Committee that all specific issues of concern identified by the review team have been or will be addressed; or
  - (c) that the International Register Co-ordinating Committee suspend the authorisation of the Monitoring Committee to operate a section of the International Register within their economy, and that urgent and specific assistance be offered by the International Register Co-ordinating Committee to help the Monitoring Committee to address the deficiencies identified by the review team.
- 4.8 Any resolution for suspension or termination of authorisation will require support from two-thirds of the authorised Monitoring Committees. No such suspension or termination shall, of itself, affect the recognition status of any practitioner who has already gained recognition in another economy.

## **5. APPEALS**

Where an adverse recommendation has been made, and accepted by the International Register Co-ordinating Committee, the Monitoring Committee in question may request that a separate review be conducted within six months by an appeal panel which is established in the same manner as, but has no membership in common with, the original review team. The appeal panel will determine the procedures and criteria under which it operates. The full costs of any such appeal will be borne by the Monitoring Committee concerned and the right of appeal may be exercised only once. The outcomes of any appeal will be binding on all parties.

## **6. GENERAL AND SPECIAL MEETINGS**

- 6.1 A general meeting shall be held at least once every two years at a time and place and in a mode selected by the Co-ordinating Committee following appropriate consultation with the members. The secretariat shall give the voting and non-voting members at least six months notice of a general meeting. Items for discussion at a general meeting are to be submitted to the secretariat at least three months prior to the meeting, and the agenda and business papers are to be distributed to the members at least two months prior to the meeting. Amendments to the agenda and late submission of supporting documentation may be adopted by a simple majority of voting members present at the meeting.
- 6.2 Consideration and/or finalisation of matters placed on the agenda by the meeting as contemplated in clause 6.1 can be suspended and held over for the agenda of the next

meeting if a procedural motion to this effect is adopted by a simple majority of members present at the meeting.

- 6.3 A special meeting shall be convened within three months of receipt by the secretariat of a request submitted in writing over the signatures of three or more voting members of the Co-ordinating Committee. Any such request must indicate clearly the matters which are to be resolved at the special meeting, and the agenda of the meeting shall be restricted to consideration and resolution of those matters.
- 6.4 Special meetings may take place in Email, tele-conferencing or video-conferencing format unless the secretariat receives a specific request from a majority of voting members, at least two months in advance, that a face-to-face meeting be convened.
- 6.5 The time and place of any general or special meeting held in the face-to-face mode shall, so far as practicable, be such as to minimise the overall travel costs for participants. Where convenient, the meeting should follow or precede a meeting of the ETMF, a major international conference or similar event.
- 6.6 Each Monitoring Committee will endeavour to arrange for at least one representative to attend each general meeting or special meeting, failing which will use the proxy procedures in section 7.2.
- 6.7 No Monitoring Committee will be required to comply with a decision of a general or special meeting when compliance would require them to act in a manner which is contrary to their constitution, or, where relevant, beyond their statutory authority.

## **7. VOTING**

- 7.1 Following the inaugural meeting, voting members at general or special meetings shall be representatives of authorised Monitoring Committees and of Monitoring Committees holding interim authorisation. Each voting member shall have one vote.
- 7.2 Monitoring Committees which are entitled to vote on any matter at a General Meeting of the Co-ordinating Committee may lodge that vote either through their designated representative attending that Meeting, or may authorise a proxy to vote on their behalf. Such authorisation may specify how the vote is to be exercised, or may give the proxy discretion to vote having regard to the debate at the meeting.
- 7.3 Unless otherwise specified in the Agreement or in these Rules, a simple majority will suffice to carry a motion. In the event of there being no majority of votes for or against a motion, the motion is not carried and the status quo prevails.

## **8. CHANGES TO RULES**

Any member of the Co-ordinating Committee may propose amendments to these Rules at any time. The adoption of such amendments will proceed only upon the basis of a positive vote by at least two-thirds of the Monitoring Committees which are entitled to vote at the next succeeding General Meeting, provided that the proposal in question has been received by the secretariat at least three calendar months prior to the meeting in question, and disseminated to all Monitoring Committees at least two months prior to that meeting.

## **9. ADMINISTRATION**

The operation of the ETMF and International Register Co-ordinating Committee will be facilitated by a Secretariat established in terms of these Rules.

## **10. CHAIR**

At the conclusion of each General Meeting of the ETMF, a Member organisation that has a vote on the International Register Co-ordinating Committee will be appointed by the Members to provide the Chair of the ETMF and the International Register Co-ordinating Committee. The Chair shall hold office for a period which will be determined by the members, but which will not exceed two consecutive terms, each of two years duration.

## **11. SECRETARIAT**

At the conclusion of each General Meeting of the ETMF, a Member organisation that has the vote on the International Register Co-ordinating Committee will be appointed by the Members to provide the Secretariat for the ETMF and the International Register Co-ordinating Committee, and will discharge that responsibility until the conclusion of the next succeeding General Meeting of the ETMF. No Member organisation may provide the Secretariat for more than two consecutive terms, each of two years duration.

The Chair and the secretariat will normally come from different Member organisations.

The secretariat will maintain a record of the deliberations and decisions at each General or Special Meeting of both the ETMF and the International Register Co-ordinating Committee, will facilitate and record exchanges of information between the participants, and will advise participants and others as to the policies and procedures adopted by the ETMF and its International Register Co-ordinating Committee.