5 April 2016

Institution of Engineering and Technology

REGULATIONS – TERMS OF REFERENCE OF BOARDS AND COMMITTEES

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The Institution of Engineering and Technology is registered as a Charity in England & Wales (no 211014) and Scotland (no SC038698).

Governance of the Institution

1. The Institution of Engineering and Technology has noted the recommendations of the Report of the Committee on the Financial Aspects of Corporate Governance (The Cadbury Report). This Code of Best Practice applies to listed Companies; however, its principles apply to all organisations with a public interest. The IET operates under its Royal Charter, the Charities Acts and the associated Accountancy Reporting Standards.

2. On behalf of the Board of Trustees, the following Boards and Committees of the IET deal with governance issues:

Audit Committee
Finance and Investment Committee
Remuneration Committee
Nominations and Succession Committee
Disciplinary Board and associated Investigating Committee

3. The Board of Trustees considers that the IET has adequate resources to continue in operational existence for the foreseeable future. For this reason, the going concern basis continues to be adopted in preparing the financial statements.

4. The Board of Trustees is responsible for the IET's systems of internal financial control. These can provide only reasonable, but not absolute, assurance against material misstatement or loss. The key features of the controls are:

- communication of ethical values and a controls awareness through written codes of conduct, formal standards of discipline and employee performance appraisal;
- a system of review and monitoring of the key areas of risk; financial systems and their controls are kept under continual review by the relevant professionally qualified staff employed by the IET;
- regular consideration of budgets, management accounts and variations from budget;
- quarterly meetings of the Audit Committee including discussions with the external Auditors with regard to the scope of the audits and the content of their reports to management and management's response.

5. Each Board and Committee operates under specific Terms of Reference and members uphold high standards of personal behaviour, both individually and in their collective responsibility, to ensure good corporate governance of the IET. It is expected that any conflicts of interest, if they arise, are declared.

6. Nothing in the IET’s procedures precludes a member from questioning any aspect of the IET’s governance, bringing forward any issue for debate, or stating his view in a personal capacity.

Terms of Reference of Boards and Committees

7. The President is ex officio a member of all Boards and Committees.

8. The Bye-laws which concern the Boards and Committees of the IET, read as follows:

74. Except where the Charter or these Bye-laws provide to the contrary, the Board may delegate any of its powers or the implementation of any of its resolutions to any committee, and every such committee shall be accountable to the Board. All delegations under this Bye-law shall be variable or revocable by the Board at any time.

75. The resolution making that delegation shall specify those who shall serve on such committee.

76. The composition of any such committee shall be entirely at the discretion of the Board which may make and vary such regulations and impose such terms and conditions and give such mandates to the committee as it may from time to time think fit.

77. The deliberations of any such committee shall be reported regularly to the Board and any resolution passed or any decision taken by any such committee shall be reported forthwith to the Board.

78. The Board may establish and disestablish groupings of members, based on territory, knowledge or special interest. These groupings shall be constituted and their affairs carried on in accordance with Regulations to be approved from time to time by the Board who shall have power to vary the same subject always to the provisions of the Charter and Bye-laws.

9. The normal period of service for an elected or appointed member of any Board or Committee is three years. For elected members, re-election is only possible after an interval of at least one year. For nominated members, the period of service on a Board or Committee cannot be extended beyond a maximum of six years. It is customary for one third of the members of a Board or Committee to retire each year, to ensure a regular turnover.

Confidentiality of Board and Committee Papers

10. The Institution of Engineering and Technology (IET) prides itself on being an open and inclusive organisation. It follows that the governance of the IET should be as open as possible, subject to issues of commercial or personal sensitivity. Board and Committee papers are presumed to be open unless classified as confidential in accordance with this policy.

11. Confidentiality may be required to protect individuals or be required to protect information of potential or actual commercial use to competitors, suppliers or customers. Documents may be classified as Open or Private and Confidential.

12. Papers marked Private and Confidential are private to the Board or Committee to whom the paper is addressed and to any higher reporting Board or Committee. For example, papers which are Private and Confidential to the Knowledge Services Board may automatically be passed to the Board of Trustees, to which it reports. However, the same paper would not automatically be released to Committees which report to the Knowledge Services Board, such as the Communities Resourcing Committee without the specific agreement of the Board. Boards and Committees should therefore consider when it would be helpful to share confidential papers with other parts of the Institution and give specific directions for the release of such papers.

13. Where the following is contained within the document, it should be marked Private and Confidential:

- Personal data: The paper contains personal data relating to an individual. It is important that such information is not disclosed as it may breach Data Protection requirements;
- Staffing matters: Personnel matters, personal information or matters of a management, planning or forecasting nature, relating to staff. These should not be made available outside the Board or Committee as this may breach IET procedures or legislative requirements relating to staff;
- Information relating to negotiations, commercial or otherwise, where disclosure could prejudice the IET's position, or could prejudice future negotiations of a similar nature;

- Information about spending estimates where such information may benefit a supplier, contractor or other organisation to the potential detriment of the IET;
- Details about a complaint concerning an individual or group of individuals, including members, volunteers and staff as this may prejudice any investigation and could also disclose personal data;
- Information which has been supplied in confidence by a third party or would result in such supply as this would breach the trust of the third party;
- It concerns legal advice or Counsel's Opinion, or is otherwise covered by legal professional privilege or concerns active legal proceedings;
- Information which if made available might create a risk of action for libel, slander or contempt;
- Information the disclosure of which would be prejudicial to the engineering profession as a whole;
- It relates to minutes of or the proceedings or business of a committee or other group which has been marked Private and Confidential by that Board or Committee;
- Information which if disclosed may result in premature publicity of courses of action that may not, in the end, be followed;
- Information from a contract which contains a confidentiality clause;
- Any other matter which the Board or Committee considers appropriate in the particular circumstances. The Board or Committee should consider carefully that it is in the interests of the IET to mark a document Private and Confidential under this paragraph as most situations would fall under the paragraphs above.

14. Decisions about the classifications of documents are made by Board and Committee Chairmen in consultation with Board and Committee Secretaries. The paper should note the reason why the paper has been marked as Private and Confidential.

15. Papers which are not marked Private and Confidential may be provided to any party on request. Papers marked Private and Confidential may only be released as described in paragraph 3 above or on the express authority of the Board, Committee or Council. Boards, Committees and Council may decide to change the classification of a paper, including changing a paper to an Open classification after it has been considered.

BOARD OF TRUSTEES

The terms of reference of the Board of Trustees are described in the Royal Charter and Bye-laws as follows.

Board of Trustees

55. With effect from the beginning of the fourth year after the Effective Date and unless otherwise determined by the IET in General Meeting the Board shall consist of:

the President;
two Deputy-Presidents;
six Vice-Presidents;
six (or such greater number as the Board may from time to time determine) ordinary members, of whom at least one must be aged less than 35 years at the commencement of his period of office and at least one other shall be resident outside the United Kingdom at such time.

56. The office of a member of the Board shall be honorary and without remuneration.

57. Any question of doubt or difficulty as to eligibility for, or retirement from, membership of the Board shall be decided by the Board.

58. No member who is an employee of the IET or prohibited by law from being a charity trustee shall be eligible to be a member of the Board.

59. Unless stated to the contrary, in relation to any period of office, a year is the time between 1st October and 30th September next.

Proceedings, powers and duties of the Board

71. The Board shall manage the property and affairs of the IET in accordance with the Charter and these Bye-laws, and may exercise all such powers of the IET as are not required to be exercised by a General Meeting of the IET.

72. The Board shall meet as often as the business of the IET may require and may act notwithstanding any vacancy in its body. Subject to these Bye-laws, it shall regulate its proceedings as it thinks fit, and shall from time to time formulate and resolve rules of procedure for its meetings.

73. The quorum for the transaction of business of the Board shall be eight or one more than half of its number, whichever is the greater.

BOARD OF TRUSTEES

The terms of reference of the Board of Trustees are described in the Royal Charter and Bye-laws, paragraphs 55-59, 71-73.

The principal roles of Trustees individually and collectively as the Board of Trustees are:

Strategic Leadership

- Ensure that the IET complies with charity law, does not breach any of the requirements or rules set out in the Royal Charter and Bye-laws, and that it remains true to its charitable objects and purposes.

- Provide strategic leadership of the IET.
- Approve the strategic direction, developed in conjunction with the Chief Executive and Secretary.
- Ensure that the appropriate level of consultation has been carried out and that the strategic direction is consistent with the delivery of the charitable aims of the IET.

Monitoring the Effective and Efficient Delivery of the Strategy

- Ensure that the Corporate Plan provides the Chief Executive and Secretary with the necessary resources and assets to deliver the agreed strategy and that these are being deployed appropriately.
- Ensure that the Chief Executive and Secretary has competent and properly motivated human resources to deliver the forward plans and that succession plans are in place.

Stewardship, Assurance and Risk Management

- Ensure that a relevant governance structure is maintained for all Boards and Committees and review the structure periodically.
- Monitor the Corporate Plan and all activities to ensure that:
  - Progress is being made.
  - All activities are appropriate, in accordance with the Bye-laws and Regulations of the IET, and uphold the highest standards of ethical and professional behaviour.
  - The charity is being operated legally, in accordance with the Bye-laws and Regulations of the IET, and upholds highest standards of ethical and professional behaviour.
  - The member and volunteer groups and structure are aligned to the IET strategy and are well motivated and organised to deliver its short term plans and long term objectives.
- Operate a risk management process to identify and respond to significant and material risks to the IET's 'licence to operate' and its financial capability to deliver its long term objectives.

Stakeholder Management

- Operate a process to identify and manage all key stakeholders.
- Identify key issues and create an action plan to engage members and other stakeholders both pro-actively and in response to their needs and expectations.

Constitution

- President
- Two Deputy Presidents
- Six Vice Presidents
- Six (or such greater number as the Board may from time to time determine) Ordinary Members, of whom at least one must be aged less than 35 years at the commencement of his period of office and at least one other shall be resident outside the United Kingdom at such time.

Quorum

Eight, or one more than half of its number, whichever is the greater.

AUDIT COMMITTEE

Terms of Reference

(a) To consider the appointment of the external auditor and assess independence of the external auditor, ensuring that key partners are rotated at appropriate intervals.

(b) To recommend the audit fee to the Board of Trustees and pre-approve any fees in respect of non audit services provided by the external auditor and to ensure that the provision of non audit services does not impair the external auditors' independence or objectivity.

(c) To discuss with the external auditor, before the audit commences, the nature and scope of the audit and to review the auditors' quality control procedures and steps taken by the auditor to respond to changes in regulatory and other requirements.

(d) To oversee the process for selecting the external auditor and make appropriate recommendations to the Board of Trustees for consideration at the AGM.

(e) To review the external auditor's management letter and management's response.

(f) To review and approve the internal audit programme and ensure that the internal audit function is adequately resourced and has appropriate standing within the IET.

(g) To consider management's response to any major external or internal audit recommendations.

(h) To consider management's recommendation for the appointment or dismissal of the head of internal audit.

(i) To review the IET's staff procedures for handling allegations from internal whistleblowers and to consider allegations from whistleblowers if appropriate.

(j) To review management's and the internal auditor's reports on the effectiveness of systems for internal financial control, financial reporting and risk management.

(k) To review, and challenge where necessary, the actions and judgements of management, in relation to the annual financial statements before submission to the Board of Trustees, paying particular attention to:

    (i) critical accounting policies and practices, and any changes in them;

    (ii) decisions requiring a major element of judgment;

    (iii) the extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed;

    (iv) the clarity of disclosures;

    (v) significant adjustments resulting from the audit;

    (vi) the going concern assumption;

    (vii) compliance with accounting standards;

(viii) compliance with legal requirements;

(ix) reviewing the IET's statement on internal control systems prior to endorsement by the Board of Trustees and reviewing the policies and process for identifying and assessing business risks and the management of those risks by the IET;

(x) any other matters relevant to the financial well-being of the IET.

(l) To discuss with the external auditor any problems and reservations arising from the interim and final audits and any matters the auditor may wish to discuss (in the absence of management where necessary).

(m) To comment on the Financial and Corporate Risks section of the Risk Register to the Board of Trustees.

(n) To ensure compliance with Delegated Authorisations which should be monitored by the Honorary Treasurer.

(o) To be the primary interface on behalf of the IET with the Charity Commission on any investigation or enquiry into IET's financial affairs.

(p) To consider other topics, as defined by the Board of Trustees.

(q) To seek any information that the Committee requires from any employee of the IET Group.

(r) To obtain external legal or independent professional advice and to invite such advisors to attend meetings as necessary.

(s) To report to the Board of Trustees.

Constitution

A Deputy President or Vice-President
An Ordinary Member of the Board of Trustees
Honorary Treasurer
Chairman of Council

The Chairman and the members of the Committee shall be appointed by the Board of Trustees. The Committee may co-opt members from time to time as necessary.

Quorum

Three, including at least two Trustees.

FINANCE AND INVESTMENT COMMITTEE

Terms of Reference

(a) Develop, with staff, options for the IET's financial framework, policies and plans.

(b) Oversee the financial performance of the IET on a routine basis by:
- agreeing the principles for the budgeting process;
- reviewing drafts of the budget;
- monitoring emerging results.

(c) Propose options for timely actions to mitigate risks to satisfactory financial performance.

(d) Ensure that the investments of the IET held against the reserve funds and the trust funds are managed on behalf of the Board of Trustees in accordance with agreed policy and in accordance with legislation and good practice.

(e) Give clear written instructions to the professional investment advisers on the IET's investment policy.

(f) Monitor the performance of the portfolios managed by the investment advisers and discuss their performance with the investment advisers as necessary.

(g) Consider changes to investment strategy and make appropriate recommendations to the Board of Trustees

(h) Recommend to the Board of Trustees any change in the appointment of investment advisers.

(i) Review any significant internal investments and projects referred to it by the Board of Trustees.

(j) Deal with any detailed financial issues outside the scope of the Audit Committee, at the request of the Board of Trustees.

(k) Report to the Board of Trustees.

Constitution

A Deputy President or Vice-President
Two Ordinary Members of the Board of Trustees with appropriate specialist experience
Honorary Treasurer

The Chairman and the members of the Committee shall be appointed by the Board of Trustees. The Committee may co-opt members from time to time as necessary.

Not more than three members of the Board of Trustees of the IET Benevolent Fund (or its successor) may be invited to attend the investment part of the Committee's meetings as observers.

Quorum

Three, including at least two Trustees.

NOMINATIONS AND SUCCESSION COMMITTEE

Purpose

1. To make recommendations to the Board of Trustees for suitable candidates for election or appointment to positions on Boards and Committees. To monitor nomination and election processes. To make recommendations for honours and awards.

Terms of Reference

(a) To address all the administrative processes underpinning talent management, succession planning, elections, handovers and nominations to all of the IET's Boards and Committees.

(b) To make recommendations to the Board of Trustees for the appointment of:

The President
The Honorary Treasurer

(c) To make recommendations to the Board of Trustees, taking into consideration the required skill-set, for the nomination of Deputy Presidents, Vice-Presidents and Ordinary Members of the Board of Trustees.

(d) To recommend to the Board of Trustees, for approval, the appointment from among the Trustees of the Chairmen of the Main Boards and the Committees reporting to the Board.

(e) To recommend to the Board of Trustees, for approval, the appointment of members to the Main Boards and the Committees reporting to the Board.

(f) To ensure that the diversity of Board and Committee members reflects the distribution of members worldwide.

(g) To ensure that Young Professionals are adequately represented on the IET's Boards and Committees.

(h) To monitor the nomination and election process for the Main Boards and Council.

(j) To monitor the lists of potential candidates with appropriate skills, experience and personal characteristics, in conjunction with Board and Committee Chairmen, and to maintain succession plans for key positions.

(j) To undertake an annual review of the skills, experience and personal characteristics required for each Board, in conjunction with Board and Committee Chairmen, and to identify gaps to be filled.

(k) To create and manage a list of suitably qualified members who might be future candidates to serve on the Board of Trustees, Main Boards and Committees reporting to the Board.

(l) To make recommendations to the Board of Trustees for the provision of an appropriate programme of training and mentoring for the members of Boards and Committees.

(m) To make recommendations to the Board of Trustees for the election of Honorary Fellows.

(n) To advise the President when considering those to be nominated for honours and awards made by other bodies.

(o) To consider other matters referred to it from time to time.

(p) To report to the Board of Trustees.

Constitution

The President
2 Deputy Presidents
5 Past Presidents
2 Ordinary Members of the Board of Trustees

The Chairman of the Committee will be a Past President who is a member of the Committee. The Chairman will be appointed by the Board of Trustees for a term of three years, or for a shorter period if due to retire from the Committee in less than three years.

Quorum

Four

REMUNERATION COMMITTEE

Definitions

Executive Team means the direct reports of the Chief Executive and Secretary.
Senior management means the direct reports of the Executive Team.

Terms of Reference

(a) To approve on behalf of the Board of Trustees:

(i) The employment contracts, annual salary and remuneration review and any termination agreements for the Chief Executive and Secretary and the Executive Team. For information purposes the Committee may also receive details of the salaries and remuneration packages of the senior management.

(ii) Employment policy for all staff, including pension schemes, and any general arrangements for performance related pay.

(iii) Annual salary budget changes and material changes to staff costs.

(iv) Fees and other remuneration to be paid to any Trustee for any services to the IET (eg honoraria etc); such payments to be declared in the IET's annual accounts.

(v) Any offer of a non-executive directorship or other external appointment made to the Chief Executive and Secretary or members of the Executive Team, whether remunerated or not.

(b) To consider the remuneration of the Chief Executive and Secretary and the Executive Team, as set out below:

(i) The goals, objectives and performance measures for the Chief Executive and Secretary will be set on the basis of the agreed strategic plan and goals for the IET as a whole and agreed with the President, who in turn will share with the Chairman of the Committee.

(ii) The President will review the performance of the Chief Executive and Secretary against the goals, objectives and performance measures set and report on these to the Committee. Using this input the Committee will decide upon the base pay and incentive awards for the Chief Executive and Secretary, also taking account of the situation of the IET, the economic environment, the external market and benchmarks, supported by external advisors as appropriate.

(iii) The Board of Trustees will set the corporate objectives and KPIs that underpin the corporate segment of the incentive plans for the Executive Team. It is the responsibility of the Chief Executive and Secretary to set the personal objectives of the Executive Team; the objectives will be seen by the Committee in advance of being set and the Chief Executive and Secretary will consider comments forthcoming from the President.

(iv) The rating of the Executive Team's performance against corporate objectives and the Chief Executive and Secretary's assessment of performance against personal objectives should be reported to the Committee along with recommendations for changes in base pay and bonus awards, taking into

account the situation of the IET, the economic environment, the external market and benchmarks, supported by external advisors as appropriate.

(v) The Committee will have ultimate responsibility for approving remuneration levels for the Executive Team.

(c) To report to the Board of Trustees. A formal report to be submitted at least once per year detailing broadly the activities of the Committee throughout the year. In addition, the content of these reports will include details of salary costs, salary changes, objectives and agreed performances, progress on long term incentive plans, executive management changes. The report will not mention individual salary or bonus information.

Modus Operandi

The Committee has delegated powers to take decisions within its terms of reference on behalf of the Board of Trustees and may be assigned additional duties as considered relevant by the Board of Trustees. The Committee may directly appoint external advisors as deemed appropriate, subject to approval by the Board of Trustees.

Constitution

President
2 Deputy Presidents
Honorary Treasurer
2 most recent Past Presidents

The Chairman of the Committee shall be a Trustee will be appointed by the Board of Trustees from amongst the members of the Committee and will serve for three years. If the Chairman retires as a Trustee before completing a three year term as Chairman, he may be co-opted as a member of the Committee to allow him to complete a three year term, in a non-voting capacity.

The Committee may co-opt a retiring Chairman of the Committee to act as Deputy Chairman for a term of up to three years, in a non-voting capacity.

The Committee may co-opt any retiring member of the Committee with an expertise in remuneration work for a term of up to three years, in a non-voting capacity.

The Committee may co-opt a non-member with an expertise in remuneration work for a term of up to three years, in a non-voting capacity. No person may be a co-opted member of the Committee for more than six years in total.

Quorum

Three voting members.

DISCIPLINARY BOARD

Extract from the Bye-laws

33. The Board shall make Regulations to deal with any allegation of improper conduct which may be brought before it. The accused shall have the right to be heard by an independent tribunal, to be represented at any hearing, to cross examine witnesses and to call witnesses on his own behalf, and in all respects the proceedings shall be conducted in accordance with natural justice. Should a member be found by the tribunal to be guilty of improper conduct, the tribunal may order that he be expelled from the IET, suspended from membership of the IET for any period, reprimanded or admonished. The member shall have the right to appeal to an independent tribunal established by the Board. Should such expulsion or suspension result in termination of national professional registration, an appeal may be made to the national regulatory body administering the register of professional engineers on the grounds either that the processes required by the licences held by the IET were not correctly followed or that the refusal was unreasonable or disproportionate.

POLICY PANELS

Terms of Reference

(a) To provide high-level think-tanks for senior members to work together on neutral territory.

(b) To provide timely advice and expert input aimed at enhancing the outward-facing role of the IET.

(c) To recommend how best the IET can meet the needs of members by offering a source of expertise for strategy development.

Constitution

A Chairman appointed by the Board of Trustees
Members appointed by the Policy Panel

COUNCIL

(Revised 7 September 2015)

Purpose

1. This Regulation relates to the membership, management and business conduct of the IET Council.

Royal Charter and Bye-laws

2. The terms of reference of Council are stated in the IET Royal Charter and Bye-laws – predominantly Charter Article 9A and Bye-law 87 (approved at the SGM on 17 May 2007). The Council Regulation is subordinate to the Royal Charter and Bye-laws.

Changes to Council Regulation

3. Requests to change the Council Regulation may be made by the Council as a result of a simple majority vote at a Council meeting or by a Proposition at a General Meeting.

4. Changes to the composition and methods of election and appointment may only be approved at a General Meeting; all other changes will be referred direct from the Council to the Board of Trustees for approval.

5. If the Board of Trustees rejects a request by Council to change the Council Regulation, and the Council does not accept this decision, the matter may be resolved by discussion with the Trustees before the next Council meeting. If agreement is not reached the request may be put to a General Meeting.

Approval of Council Regulation

6. The Council Regulation was proposed by the Council on 17 May 2007 and approved by the Board of Trustees on 11 June 2007. Amendments were approved by the Board of Trustees on 9 June 2008 and 1 October 2012.

Purpose of IET Council

7. The role and responsibility of Council are in Charter clause 9A and Bye-laws clause 87. Its relationship with the Board of Trustees is in Bye-laws clauses 88-89.

8. Each year, Council will review and contribute to the IET's Strategic and Corporate Plans. It will also review and note the IET's Annual Report and Accounts. Council will provide its own Annual Report to the AGM.

9. Council will monitor the governance of the IET and, in the spirit of continuous improvement, may seek clarifications from the Board of Trustees.

10. Council will provide constructive feedback on specific items, as requested through the Board of Trustees, to gauge opinion prior to involving all volunteers and members.

Relationships and Roles

11. A description of the relationships between Council, the Board of Trustees, other Boards and Committees together with purpose and roles is available to all members via the IET website.

Composition

12. To achieve the broadest and most inclusive cross-section of the IET membership, the following general principles will be followed. These principles may only be changed at a General Meeting of the IET.

- Membership of Council is open to all categories of IET membership.

- Whether elected or appointed, members of the IET Council serve in a personal capacity and do not act as delegates representing constituencies.

- More than half of the members of Council will be directly elected.

- An agreed number of the elected members will be:

    - from the Membership at Large
    - from the Geographic Networks
    - from the Technical and Professional Networks
    - resident in the UK
    - not resident in the UK
    - Younger Members

- The remainder of the members of Council will be:

    - Appointed by the Main Boards
    - Past Presidents
    - Trustees
    - Co-opted for specific expertise (if required)

13. Details of the Composition of Council (sources and numbers) are in Appendix A.

14. Council will routinely assess the effectiveness and appropriateness of its Composition and, should it deem necessary, prepare a request for change to be considered at the next relevant General Meeting. Views external to the Council should be made to the Council Chairman and considered by Council.

Election to Council

15. The following method of election will apply. This method can only be changed at a General Meeting of the IET.

16. These criteria apply for all sources of elected members:

- A candidate must be a current member of the Institution and be supported by ten current members.

- The term of service is three years.

- Council members are eligible for re-election from any one source for one subsequent term provided that at least one year shall have elapsed between the expiry of the first term and the start of the second.

- Supporters cannot support more than one candidate.

- Any member will be entitled to vote for a candidate from any source.

17. There are three sources for elected Council members – the Membership at Large, Geographic Networks and Technical & Professional Networks. The Membership at Large and the Geographic Network sources are sub-divided by geography (UK and non-UK) and by age (Younger Member ie 35 and under, and 36 and over).

- **Elected from the Membership at Large** – this source of Council members is for those IET members who are not specifically active in Geographic or Technical & Professional Networks. Any IET member meeting the candidate criteria may be nominated.

- **Elected from the Geographic Networks** – this source of Council members is for those IET members who are specifically active in any Local or Regional Network organisation, eg on committees.

- **Elected from the Technical and Professional Networks** – this source of members is for those IET members who are specifically active in the Technical & Professional Networks organisations, eg on committees.

18. One third of the elected members of Council will retire each year resulting in 22 vacancies to be filled by ballots (see Appendix B for source and number details). The detailed election timetable and process will be published by the Council Secretary. Age, residency and any network activity requirements refer to 1 October in the year of election. Nominations must be delivered to the Chief Executive and Secretary in writing before the published deadline.

19. The election process will be transparent and the full voting figures and calculating sheets of ballots will be published. The ballot will be conducted by Electoral Reform Services Ltd using the Single Transferable Vote method. Members may vote by post or via the internet.

Appointment to Council

20. The following method of appointment will apply. This method can only be changed at a General Meeting of the IET.

21. There are four sources for appointed Council members – Boards, Trustees, Past Presidents and Co-opted.

- **Boards**. Members of Council appointed by the main Boards are appointed annually. They are eligible for re-appointment to a maximum of three consecutive or six non-consecutive years.

- **Trustees**. All Trustees will be ex-officio, non-voting, members of Council. Presence at Council meetings will enable them to gain first hand views of Council business.

- **Past Presidents.** The two most recent Past Presidents will be members of Council. Each will normally be a member of Council for two years.

- **Co-opted**. Council may, if the need arises and at any time, co-opt no more than two IET members with specific expertise required by Council. Co-opted members may be appointed part way through a year and may serve for a maximum of two full years.

22. Council will decide whether to fill any casual vacancies that arise and the method to be followed.

Council Chairman

23. The Chairman and Deputy Chairman of Council will be elected by simple majority vote by the members of Council from their own number. The Chairman and Deputy Chairman of Council cannot be Trustees. Each will be in post for one year. Ordinarily the Deputy Chairman will succeed the Chairman resulting in annual nomination and ballot for Deputy Chairman only. Should, for whatever eventuality, the Deputy Chairman be unable to progress to Chairman then nomination and ballot for both posts will be required. There is no limit to the number of times a Chairman or Deputy Chairman may serve, subject to the term of service and re-election rules that apply to all Council members. The nomination and ballot exercise will be performed before the end of each session of Council.

24. To enable involvement in planning Agendas and the business of Council between meetings, the Chairman and Deputy Chairman of Council will be members of the Council Co-ordination Team.

25. In order to ensure a smooth succession plan, the Deputy Chairman of Council shall be elected from those reaching the end of their first year on Council, in order that they can then progress to Chairman at the end of their second year. If, for whatever reason, the Deputy Chairman is unable to progress to Chairman, nominations shall be sought from those elected Council members reaching the end of their first or second year on Council.

Frequency of Council Meetings

26. To ensure a satisfactory interactive debate and to elicit regular guidance, Council will meet for a full day three times a year. Furthermore, there shall be at least one teleconference meeting involving all members of Council between the physical meetings to act as a progress update and maintain the flow of effort. Further Working Party teleconferences or meetings shall be held as appropriate to the tasks and milestones of the Working Parties to ensure continuity of engagement.

Timing of Council Meetings

27. So that its advice can be promptly reported to the Board of Trustees, Council will normally meet two weeks before a meeting of the Board of Trustees.

Quorum

28. The Quorum is one fifth of the Council membership.

Agenda

29. The Council agenda will be managed by a Council Co-ordination Team working as appropriate with the Board of Trustees (seeking specific advice), the IET staff (providing discussion papers), Geographic and Technical & Professional Networks (for strategic issues and membership feedback) and the main Boards and Committees.

Preparation

30. Agenda and papers for Council meetings will be made available no less than 7 days before a meeting. Council members will be encouraged to review material so that meetings can focus on highlights, debate and decision making.

Meeting Process

31. Material will be issued in advance and briefly presented. Meetings will be managed to give full debate resulting in positive conclusions – simple agreement, vote or referral. More complex matters, and those requiring more detailed consideration, will be referred to Working Parties for report back at a relevant Council meeting. The conduct of IET Council meetings will follow the protocol in the Regulation – Conduct of Formal Meetings (not yet written). Any operational issues raised at Council will be directed to the relevant staff member or Board.

Meeting Attendance

32. To maximise familiarity with and contribution to Council business it is expected that members will regularly attend Council meetings and also contribute to debate between meetings. Any member who has not attended three consecutive meetings will be considered to have resigned from Council.

Voting at Council Meetings

33. Council members (with the exception of members from the Board of Trustees – who are non-voting members) will be asked to vote on those items where measurement of support or preference is seen as necessary. However, a broad range of comments on strategic issues should be offered to the Board of Trustees as some matters may not be reducible to a simple proposition for a vote.

Output from Council Meetings

34. Following approval by the Council Chairman, the Council Secretary will forward key items of advice / guidance to the Board of Trustees. Minutes will be placed on the IET website and be accessible in the IET Library.

Feedback

35. The Board of Trustees will provide feedback to the Council on the advice that has been given. To aid understanding of the Board's needs, feedback will be given to each Council meeting.

Development of Institution Strategy

36. Institution strategy will be developed in discussion among the Board of Trustees, Council and the Chief Executive & Secretary. Once agreed, monitoring by Council will be undertaken as a result of reports from the Board of Trustees and the strategy will evolve to take account of relevant developments.

Council Co-ordination Team

37. The Council Co-ordination Team (CCT) will comprise 7 current members of Council, of whom no more than 2 may be Trustees. The Chairman and Deputy Chairman of Council will be members of the CCT.

38. Members will be elected to the CCT for a term of one, two or three years, depending on the unexpired term of their membership of Council. Volunteers and nominations will be sought annually immediately after the Council election results are announced to find members to replace those retiring from the CCT. Should a poll be held, the Single Transferable Vote method will be used. The CCT will elect its chairman from amongst its members. The chairman of the CCT may not be a Trustee.

39. The CCT is charged with the selection of agenda items for each Council meeting, to ensure a focus is kept on strategic matters. It will set up and co-ordinate the efforts of Working Parties as directed by the Council and will act as a focal point for handling Council business between Council meetings. It will communicate mainly by email and meet in advance of each Council meeting.

Council Discussion Forums

40. Between Council meetings, members will be able to contribute to Council business through the Council Discussion Forum. This is promoted as a means of enhancing the speed and efficiency of handling Council activities. Forums will be conducted via the IET website with contributions flagged to members by email. They will be originated by members of the Council Co-ordination Team to pursue specific aspects of Council business and by any Council member. Originators may be requested to report at the next Council meeting. All Council members are encouraged to be active on Forum threads.

Communications

41. Decisions taken at Council will be minuted and Minutes will be placed on the IET website and be accessible in the IET Library.

42. The agenda and minutes of Boards and Committees will be made available to Council members. Associated papers may be requested and, if available, will be provided by the Council Secretary. Email and the IET website will be the primary communications media.

Council Working Parties

43. When the Council initiates Working Parties it will utilise the expertise of Council members and others, as appropriate.

Working Parties

44. Council shall include standing Working Parties (Communicating the Views of Members, Future and Current Strategy, Monitoring Governance and Global Support) to work between meetings. These provide continuity between years and structured workloads can be developed (especially regarding input to the IET strategy).

- The aims and objectives of the Working Party on Communicating the Views of Members are to improve internal communications between Council and other Boards, Committees and staff, and to improve external communications of the standing of engineers in the wider community.

- The tasks of the Working Party on Communicating the Views of Members shall include oversight of the organisation of the International Congress with the other stakeholders in the event. Other tasks shall include communicating relevant elements of Board Minutes to members of Council and providing greater detail where required to inform Council of the reasoning behind decisions.

- The aims and objectives of the Working Party on Current and Future Strategy are to discuss and recommend strategic items relating to the medium and long term and provide support and advice to the Board of Trustees and other Boards and Committees and staff with regard to the IET's strategic direction.

- The tasks of the Working Party on Future and Current Strategy shall include oversight of Council's input into the Board of Trustees strategic cycle.

- The aims and objectives of the Working Party on Monitoring Governance are to monitor the governance of the IET and promote a culture of continuous improvement.

- The Working Party on Global Support will consider matters of interest to members of Council who are resident outside the United Kingdom. The Working Party will provide input to each meeting of Council either through consensus provided through the Chairman of the Working Party or through comments and contributions by individual members. The Working Party comprises all members of Council who reside outside the United Kingdom. The Working Party is in addition to and independent of the existence of other Council Working Parties and it is expected that members of the Working Party on Global Support will also take roles and make inputs to other Council Working Parties, providing inputs to those Working Parties with a broad non-UK perspective within an IET frame of reference."

45. The tasks of the Working Party on Monitoring Governance shall include the generation of Council's annual report to the AGM. The Chairman of the Audit Committee shall be a member of the Working Party on Monitoring Governance.

46. The Deputy Chairman of each Council Working Party will be elected annually by the voting members of Council. Ordinarily the Deputy Chairman will succeed the Chairman resulting in annual nomination and ballot for Deputy Chairman only. Should, for whatever eventuality, the Deputy Chairman be unable to progress to Chairman then nomination and ballot for both posts will be required. The Deputy Chairmen will be elected by simple majority vote. All members of Council are eligible to be Chairmen, including non-voting members. There is no limit to the number of times a Chairman may serve, subject to the term of service and re-election rules that apply to all Council members. The nomination and ballot exercise will be performed before the end of each session of Council. In order to ensure a smooth succession plan, the Deputy Chairman of each Council Working Party shall be elected from those reaching the end of their first year on Council, in order that they can then progress to Chairman at the end of their second year. If, for whatever reason, the Deputy Chairman is unable to progress to Chairman, nominations shall be sought from those elected Council members reaching the end of their first or second year on Council.

Members' Expertise

47. The expertise of Council members will be utilised when the IET creates Working Parties. Details of such expertise will be held by the IET Staff.

48. Where Advisory Panels are formed by Boards, Committees, etc, Council shall have at least one member on that Panel. These Panels shall be created by the Boards and Committees (as has occurred with the trial Membership and Professional Development Board Advisory Panel) and populated with members of Council. This shall avoid the construction of a duplicate set of volunteer advisory functions parallel to the Council role. The function shall strengthen the links between the Boards and Committees and Council, increase access to up-to-date information, avoid duplication of effort and help Council to focus on relevant items.

Council Nominations to the Board of Trustees

49. Council members may suggest suitable candidates from their own number as prospective nominees for the Board of Trustees. Any nomination will require ten Council members as supporters. Individual Council members may not propose more than one nominee. Qualified nominations will be recorded as "nominated from Council" on the printed voting papers.

Council Secretary

50. The Council Secretary will be responsible for circulating Agenda and papers, minuting meetings, conducting ballots and all other activities required for the running of the Council.

COMPOSITION OF COUNCIL

Number	Source
12	Elected from the Membership at Large - resident in the UK, over 35
6	Elected from the Membership at Large - resident in the UK, under 36
3	Elected from the Membership at Large - not resident in the UK, over 35
3	Elected from the Membership at Large - not resident in the UK, under 36
12	Elected from Geographic Networks - resident in the UK, over 35
6	Elected from Geographic Networks - resident in the UK, under 36
3	Elected from Geographic Networks - not resident in the UK, over 35
3	Elected from Geographic Networks - not resident in the UK, under 36
18	Elected from Technical & Professional Networks
4	Appointed by Knowledge Services Board
4	Appointed by Membership and Professional Development Board
2	Past Presidents (appointed)
15	Trustees
2	Co-opted (if required)
76	Totals (excluding co-opted and Trustees)
91	Totals (excluding co-opted but including Trustees)
93	Total - overall

ANNUAL ELECTIONS

Number	Source
4	Elected from the Membership at Large - resident in the UK, over 35
2	Elected from the Membership at Large - resident in the UK, under 36
1	Elected from the Membership at Large - not resident in the UK, over 35
1	Elected from the Membership at Large - not resident in the UK, under 36
4	Elected from Geographic Networks - resident in the UK, over 35
2	Elected from Geographic Networks - resident in the UK, under 36
1	Elected from Geographic Networks - not resident in the UK, over 35
1	Elected from Geographic Networks - not resident in the UK, under 36
6	Elected from Technical & Professional Networks

KNOWLEDGE SERVICES BOARD

Responsible to the Board of Trustees for the planning and implementation of the IET's knowledge management strategy.

- Provide assurance to the Board of Trustees concerning the effective delivery of strategic programmes as delegated by the Board of Trustees.
- Monitor performance of strategic programmes as delegated by the Board of Trustees.

Terms of Reference

Strategic Advice and Support

- Overseeing the creation of capability to deliver the knowledge management strategy.
- Recommending changes to the IET's knowledge management strategic direction.
- Supporting the development and enhancement of the knowledge management strategy.
- Looking beyond the period of the IET Plan, provide advice that will enable the IET to maintain its position as a world class provider of knowledge products and services.
- Advising on Sector and Communities policy.

Supporting the Effective and Efficient Delivery of the IET Plan

- Providing input during the creation of the IET Plan, identifying requirements for new initiatives, and the adjustment or cessation of activities.
- Providing assurance to the Board of Trustees that the final draft IET Plan is aligned to their longer range strategic objectives and that they have had the appropriate opportunity to input to the planning process.
- Keeping under review the portfolio of knowledge management products and services to ensure that they are continuing to meet user needs.
- Approving proposals for the establishment of communities and networks, monitoring their performance, and, when appropriate, closing them down.
- Arranging for named lectures and lectures of broad interest outside the programme of the communities and networks.
- Approving proposals for Lifetime Achievement Awards, Innovation Awards and Medals (including the Faraday Medal).

Stewardship, Assurance and Risk Management

- Ensuring that supporting governance and community, member and volunteer groups are co-ordinated, guided, monitored and well motivated to deliver the IET Plan.
- Recommending to the Board of Trustees the creation and dissolution of governance, community, member and volunteer groups which report through the Board.
- Monitoring performance against the IET Plan using KPIs, as defined in the balanced scorecard, and ensuring that progress is being made.
- Providing advice on longer range issues that might impact the effective and efficient delivery of the IET Plan and identifying mitigations.
- In respect of those risks delegated to the Board, operating a risk management process. Identifying and responding to other significant and material risks to the IET's 'licence to operate' and its capability to deliver its long term objectives.
- Providing a process to ensure that Knowledge Management activity, irrespective of where it is delivered, complies with the strategy and IET Plan.

Stakeholder Management

- Operating a process to identify and manage all key stakeholders.
- Identifying key issues and creating an action plan to engage members and other stakeholders both pro-actively and in response to their needs and expectations.
- Ensuring that the portfolio of knowledge management products and services takes full account of the needs of young professionals.
- Liaising with other Boards.

Reporting

The Board is to provide written and/or oral progress reports and assurances to the Board of Trustees at least quarterly, and, in addition, immediately emerging risks or issues that might adversely impact on the delivery of the strategy or IET Plan are identified.

Constitution

- Chairman – appointed by the Board of Trustees from the elected Trustees
- Senior staff member – Director Knowledge Management
- Chairmen of Committees reporting to the Board
- Three Ordinary Members, of whom at least one must be aged less than 30 years at the commencement of his period of office and at least one shall be resident outside the United Kingdom at such time, elected by the membership.
- Three Ordinary Members, of whom at least one must be aged less than 30 years at the commencement of his period of office and at least one shall be resident outside the United Kingdom at such time, appointed by the Board of Trustees.

A Deputy President and the Honorary Treasurer will be ex-officio members of the Board.

The Board may request the Board of Trustees to appoint additional members to ensure the Board has the right balance of skills and knowledge to achieve its task

Any casual vacancies that arise for Ordinary Members of the Board will be filled by appointment for the unexpired period of service. Recommendations of candidates to fill such casual vacancies should be proposed to the Nominations and Succession Committee by the Chairman and senior staff member.

Quorum

Five

AWARDS AND PRIZES COMMITTEE

Terms of Reference

Objectives

(a) To review and develop the portfolio of IET Achievement Awards available, on an annual basis.

(b) To identify, evaluate and where appropriate support opportunities to create new Achievement awards.

Tasks

(a) To consider the nominations and make recommendations for the IET Achievement Medals and Certificates and to make recommendations concerning the arrangements and criteria for these awards.

(b) To consider the nominations and make recommendations for the Young Professionals Achievement Awards and to make recommendations concerning the arrangements and criteria for these awards.

(c) To oversee the Present Around the World Competition and encourage Local Networks to participate in the competition.

(d) To approve the winning papers recommended by the Editorial Boards for the Premium Awards and to monitor a public record of the papers.

(e) To monitor a public record kept of recipients of Faraday Medals and Honorary Fellowships approved by the Trustees.

(f) To monitor a public record kept of awards and prizes given by IET Local Networks.

(h) To consider its strategy and operational procedures, and keep them under review.

(g) To report to the Knowledge Services Board.

Constitution

An appointed Chairman, who should be a Chartered Engineer.
Approximately eight members, two of which should be Young Professionals.
The Committee will meet twice a year, with the option of one further virtual meeting, and its quorum will be five Committee members, including members who had tendered apologies but had submitted their votes in advance.
The normal period of service for an elected or appointed member of any board or committee is three years. For elected members, re-election is only possible after an interval of at least one year. For appointed members, the period of service on a board or committee cannot be extended beyond a maximum of six years. It is customary for one third of the members of a board or committee to retire each year, to ensure a regular turnover. The President is ex officio a member of all boards and committees.

COMMUNITIES RESOURCING COMMITTEE

Terms of Reference

Purpose

1. To oversee, co-ordinate and resource IET community activities; to facilitate communications between all communities around the world and to co-ordinate, guide and support the five Community Committees, other community committees (eg Technical and Professional Network Executive Teams) and other communities which do not have committees.

2. The Communities Resourcing Committee supports all IET communities, whether geographical, technical, demographic (eg age related) or otherwise.

3. The Communities Resourcing Committee will have five Communities Committees reporting to it. They represent the five IET regions: Americas; Asia Pacific; Europe, Middle East and Africa; South Asia and the United Kingdom.

Planning and Resourcing

(a) Co-ordinate the planning and resourcing of community activities around the world;

(b) Agree priorities for communities activities with the Knowledge Services Board to be communicated to the Communities Committees as the basis for planning;

(c) Secure overall funding and other resources for IET communities around the world, including development funds that can be allocated to opportunities and initiatives arising in-year;

(d) Agree and monitor community KPIs with Communities Committees and promote remedial action where required;

(e) Allocate funding and other resources to the five Communities Committees for distribution by them to the communities in their region and to other IET communities (eg Technical and Professional Networks);

(f) Evaluate initiatives and opportunities generated by inter-regional communities in-year and allocate development funding as appropriate;

Communications

(g) Develop, maintain and promulgate guidelines and best practice to Communities Committees, other community committees and other communities which do not have committees as appropriate;

(h) Receive input and advice on community issues from the five Communities Committees and provide input and advice to the Knowledge Services Board as appropriate;

(i) Ensure that communities issues and input are communicated to other governance bodies effectively;

(j) Propose changes to IET products and services to the Knowledge Services Board and the Membership and Professional Development Board as applicable;

(k) Report to the Knowledge Services Board;

Supporting Communities Activities

(l) The Communities Resourcing Committee will co-ordinate, guide and support the five Communities Committees, other community committees and other communities which do not have committees to:

(i) Proactively review the programme of communities activities to highlight gaps in coverage to the communities;
(ii) Enable a more integrated approach between communities around the world (eg between Local Networks and Technical and Professional Networks);
(iii) Identify required community tools and facilities;
(iv) Make recommendations regarding the creation, closure, merger or re-focus of Local Networks, Technical and Professional Networks and other formal communities to the Knowledge Services Board as deemed necessary, taking into account any recommendations received from the Communities Committees and other communities;
(v) Resolve difficult communities issues, as required.

Constitution

4. The Communities Resourcing Committee should be constituted of thirteen members, including a Chairman, appointed by the Knowledge Services Board and a Senior Staff Member.

5. The Chairmen of each of the five Communities Committees.

6. Three members, who must be actively involved in one or more IET communities, elected from and by the membership of IET communities. At least one of these three members should be under the age of 30 at the time of their election.

7. Three members, who must be actively involved in one or more IET communities, appointed by the Knowledge Services Board. At least one of these three members should be under the age of 30 at the time of their election.

8. The Communities Resourcing Committee will meet virtually on a regular basis (around monthly) for short meetings and may require one or two physical meetings, including in July for annual budget allocations.

COMMUNITIES COMMITTEE

Terms of Reference

Purpose

1. To support communities activities in the region; to facilitate effective communication between communities in the region and the sharing of best practice on community matters.

2. The Communities Committee supports all IET communities in the region, whether geographical, technical, demographic (eg age related) or otherwise.

Planning and Resourcing

(a) Co-ordinate the planning of community activities in the region and advise the Communities Resourcing Committee on allocation of resourcing to the region.

(b) Agree and monitor community KPIs with the Communities Resourcing Committee and promote remedial action where required.

(c) Allocate funding and other resources to communities in region (total regional fund allocated to the region by the Communities Resourcing Committee).

Supporting Communities Activities

(d) Build and maintain excellent relationships with all communities in the region (local, technical and otherwise).

(e) Proactively review the programme of communities activities to highlight gaps in coverage to the communities.

(f) Enable a highly integrated approach between communities in region (eg between Local Networks and Technical and Professional Networks).

(g) Identify required community tools and facilities.

(h) Reinvigorate existing communities activities in the region where required.

(i) Make recommendations to the Communities Resourcing Committee regarding the creation, closure, merger or re-focus of Local Networks, Technical and Professional Networks and other formal communities.

(j) Ensure that the needs of Young Professionals in region are reflected in the portfolio of communities activities in the region.

(k) Increase member participation in other ‘non-community’ IET activities (eg submissions to IET journals, school fairs, candidates for prizes).

(l) Increase membership and registration in region.

(m) Identify high profile and influential individuals in the region to act as thought leaders and ambassadors for the IET.

(n) Encourage more members to volunteer.

(o) Recommend nominees for IET Boards and Committees.

(p) Ensure that volunteers are well motivated and equipped to deliver the IET Plan.

(q) Resolve difficult community issues.

(r) Collaborate with local professional bodies and other relevant organisations on communities activities as appropriate.

(s) Ensure that all activities are appropriate, in accordance with the Royal Charter and Bye-laws and the Regulations of the IET, and uphold the highest standards of ethical and professional behaviour.

Communications

(t) Share best practice between communities (both within country and between countries in the region).

(u) Ensure that the IET keeps abreast of cultural issues in region to avoid acts that might prejudice the interests of the IET.

(v) Provide input and advice on communities issues from members in the region to the Communities Resourcing Committee.

(w) Communicate effectively with members in the region, including those not catered for by a Local Network, around the IET Strategy and Plan, as well as other items as appropriate.

(x) Raise awareness of the IET in the region with a view to growing the membership base.

(y) Propose changes to IET products and services to the Communities Resourcing Committee for communication to the Knowledge Services Board and the Membership and Professional Development Board as applicable.

(z) Report to the Communities Resourcing Committee.

Constitution

3. The Committee should be constituted of at least eight members.

(a) Chairman appointed by the Communities Resourcing Committee.

(b) Senior Staff Member.

(c) Three Ordinary Members resident in the region, of whom at least one must be aged less than 30 years at the commencement of his period of office, should be elected by the membership of the region.

(d) Three Ordinary Members resident in the region, of whom at least one must be aged less than 30 years at the commencement of his period of office, should be appointed by the Communities Resourcing Committee based on proposals from the Committee.

(e) The Chairmen of any Sub-Committees that report to the Committee, ex officio.

4. To ensure the interests of all types of communities (technical, geographical, demographic etc) within the region are represented, the Committee will appoint members to complement the competences and interests of the elected members of the Sub-Committee.

5. The Chairman of the Committee will be an ex-officio member of the Communities Resourcing Committee.

6. The number of meetings required by each Committee will vary, but all Committees should make effective use of technology to conduct as much business as possible virtually. In addition it is expected that Committees will wish to meet physically, up to a maximum of three times per year.

YOUNG PROFESSIONALS COMMUNITY COMMITTEE

Terms of Reference

The purpose of the Young Professionals Community Committee (YPCC) is to deliver the Young Professionals Mission Statement and Objectives.

Mission Statement (of the Committee)

To inspire, inform and influence the global community of young professional engineers, supporting and promoting technology innovation to meet the needs of society.

Objectives

- Recruit and retain Young Professionals (YPs) for the IET.
- Engage YPs and increase the number and quality of initiatives they deliver.
- Encourage sharing of knowledge and best practice.
- Raise profile and awareness of YPs throughout the IET and the wider engineering community.
- Drive the delivery of key YP-led competitions and initiatives.

The YPCC will:

- Recommend to all appropriate stakeholders how best the IET can meet the needs of YPs by providing YP resource and expertise for development of YP strategies.
- Innovate, develop and deliver products and ideas to drive YP retention and growth throughout the IET.
- Clearly identify and communicate with all stakeholders on a timely, consistent basis to enhance the brand of IET YPs within the IET and the wider engineering community
- Motivate, inspire and support active YPs in the regions to increase their active IET engagement and effectiveness by sharing of ideas and best practice, engendering a culture of volunteer excellence. Recognise the most active and effective YP volunteers.
- Maintain a sound awareness and knowledge of the state of YP engagement across the regions and of the YP participants contributing to that engagement. Capture and share engagement best practice and provide support (where possible) to areas struggling to engage YPs.
- Make arrangements for and strategic decisions on the Present Around The World competition; liaise with IET staff member/s to manage the tracking of participants through the procedure. Encourage Local Networks to participate in the competition.
- Support the delivery of existing and future regional YP activities such as the regional final of the Present Around The World competition.
- Support the delivery of the YP Global Challenge.
- Review the terms of reference annually to ensure the YPCC continues to operate in an agile way, delivering the greatest value possible to the IET.

Person Specification

In order to be on the Committee, it would be desirable if candidates met some or all of the following criteria:

General skills:

- Awareness of young engineers' issues in your country.
- Knowledge of your local education system.
- Financial management and budgeting.
- Influencing stakeholders.

- Public relations/communications/marketing/social media knowledge.
- Understanding of the international engineering and technology industry.
- Experience in project/programme management.
- Experience in planning or organising events.
- Previous experience on a Local Network or other Board or Committee.
- Management and leadership.
- Knowledge of effective social networking.
- Awareness of other Professional Engineering Institutions' offerings in your area.
- Experience of volunteering in another role.
- Experience in organising or running competitions.
- Passionate about developing YPs and considering effective ways to engage with them.

Specialist skills:
- Experience in academia.
- Web-based information dissemination experience.
- Analytical and research skills.
- Diversity and ethical knowledge.

Desirable skills:
- Legal.
- Publishing.

General

For all members, the period of service on the Committee cannot be extended beyond a maximum of 6 years.

YPCC Executive

The Chair, Vice Chair, Past Chair and Senior Staff Member form the YPCC Executive.

The Chair, Vice Chair and Past Chair positions only hold a term of one year each. Vice Chair will step into the Chair role and then into the Past Chair role. This means that a Vice Chair – Chair – Past Chair will be on the YPCC Executive for a maximum of three years.

An individual must be under the age of 33 at time of appointment into the Vice Chair role. This age is to allow for appointment to Vice Chair from within the Committee. An incoming Vice Chair can be selected from the current pool of YPCC members or from outside the Committee.

With recommendation from the YPCC Executive, the Communities Resourcing Committee will approve the suggested Vice Chair who will fill the role of Vice Chair for a year before moving in as the Chair the year after.

If the Past Chair position is vacant, the YPCC Chair reserves the right to appoint any Young Professional outside the YPCC to fill the vacancy. This person must be 35 or under at time of appointment as 35 is the maximum age for the Past Chair. They can only stay on the YPCC for a period of 1 year.

Meetings and Performance

The YPCC will meet virtually on a regular basis (around every 4/6 weeks) and have 3 physical meetings a year (usually held in Oct, Feb/March and June).

Any member who has not attended three meetings (physical or virtual) will be considered to have resigned from the YPCC. In some cases due to different time zones and any external YPCC commitments, the YPCC Executive has the authority to overrule this if it is considered

that the member is making good progress against current YPCC strategy and that the Executive feels that the member has provided adequate updates on a regular basis.

Members of the Committee are expected to actively participle in meetings, contributing their ideas and suggestions.

Appointed YP Roles

Any IET member under the age of 30 (when term begins) can be considered for an appointed role on the YPCC.

The YPCC Executive will appoint members based on their experience and skillset by considering how these will benefit the YPCC and its current strategy.

Ordinary appointed YP positions will be for a 3 year term with one position being available for appointment each year.

If Ordinary role vacancies exist on the YPCC, members can be appointed at any time. If members are appointed mid-Session their term will not be extended; they will remain on the YPCC for the duration of the term for that role.

Elected YP Roles

Any IET member under the age of 30 (when term begins) can stand for election.

Ordinary elected YP positions will be for a 3-year term with one position being available for election each year.

For elected members, re-election is only possible after an interval of at least one year.

Appointed Student Roles

Any IET Student under the age of 30 (when term begins) can be considered for an appointed student role on the YPCC ^^

YPCC will look to each CC to find suitable Students for their region. If places still need to be filled the YPCC will look at the IET membership base as a whole.

The YPCC Exec will appoint Students based on their experience and skillset by considering how these will benefit the YPCC and its current strategy.

Appointed Student positions will initially be for a one year term.
There will be one Student position reserved for each region. If there is a vacancy for one region it cannot be filled with a Student from another.

Students can have their terms extended if they still meet the main criteria to a maximum of 3 years.

Students will hold voting rights.

^^ These members need to hold Student member status with the IET, as defined in the membership categories.

YP Representatives

Other Committees are responsible for selecting a representative to join the YPCC.

There is no age limit for the representatives, although representatives must show an interest in YP activities and initiatives.

The representative can only stay on the YPCC for the duration of the term of their elected/appointed role on the Board or Committee that they are representing.

If the representative is not able to attend a meeting, they will be expected to provide an update to YPCC before that meeting.

Co-opted Roles

The YPCC can appoint co-opted members to the Committee at any time by means of a Committee vote. Co-opted member terms will be for a maximum of one year. Co-opted members of the Committee do not hold voting rights.

There is no age limit for co-opted members, although co-opted members must show an interest in YP activities and initiatives.

No more than two IET members can be co-opted onto the YPCC at any one time.

Members can only be co-opted for a maximum of one year.

Constitution

The YPCC has a total of 22 defined positions, which are as follows:

- Chair *
- Vice Chair *
- Past Chair *
- Ordinary Elected YP members (x3) *+
- Ordinary Appointed YP members (x3) *+
- Americas Communities Committee YP Rep
- Asia Pacific Communities Committee YP Rep
- Europe, Middle East and Africa Communities Committee YP Rep
- South Asia Communities Committee YP Rep
- UK Communities Committee YP Rep
- Appointed Student Reps (x5)
- Ex-officio / YP Trustee
- Senior Staff Member**
- IET Student Co-ordinator

* Marked positions must not hold roles on other Committees.
+ New YPCC members must be under 30 when their term starts.
** In keeping with the model for most other Boards and Committees, the Senior Staff Member and the IET Student Co-ordinator on the YPCC will be a full member of the Committee with voting rights.

Quorum

In order for a meeting to be considered quorate, 11 members need to be in attendance.

LECTURE COMMITTEE

Terms of Reference

Objectives

(a) To promote the image of the IET and the profession through the planning of a high quality lecture series in accordance with IET Strategy.

(b) To take special responsibility for the arrangements for the nine lectures that form the Prestige Lecture Series.

(c) To work with the Event Production Team to identify topics and speakers, consider any speaker proposal from the Event Production team and nominate speakers for the Prestige Lecture series.

(d) To select speakers from nominations for the Prestige Lecture series.

(e) To regularly review the topic coverage of the Prestige Lecture series and the broader range of Named and non-named lectures and make any necessary adjustments.

(f) To consider any other related matters referred to the Lecture Committee by the Knowledge Services Board.

(g) Working with the Group Manager, Event Services to keep under review the business and financial processes of the Events Production & Services department in relation to lectures.

(h) To engage and inform decision makers or other high-level non-members.

(i) To keep abreast of the needs and expectations of the wider IET membership and to seek to engage members in an effort to improve and develop the Prestige Lecture Series.

Tasks

(a) To consider all matters relevant to the IET's overall programme of lectures.

(b) To work with the Event Production and Services Department on speakers and topics.

(c) To determine the metrics for evaluating the success or otherwise of individual events.

(d) To receive for comment summaries of post-lecture reports to monitor the quality of the Prestige Lecture Series and take any necessary action.

(e) To review the success or otherwise of individual events and of the programme as a whole, and to ensure the series conforms with IET strategy.

(f) To report to the Knowledge Services Board.

Constitution

The Lecture Committee should ideally reflect the scope of the Prestige Lectures and shall be constituted of at least:
A Chairman, appointed by the Knowledge Services Board.

Up to ten ordinary members, reflecting the audiences and interests of the IET as identified in the IET Strategy.
The immediate past-chairman of the Lecture Committee will be one of the ordinary members.
At least two ordinary members will be a young professional aged less than 30 at the time of appointment.
The Committee may have a maximum of eleven members in total.
Membership of the Committee is by invitation (based on suggestions from the existing committee members, and/or IET staff) and members of the Committee should be approved by the Knowledge Services Board.
The normal period of service for a member of any Board or Committee is three years. The period of service on the Lecture Committee should not be extended beyond a maximum of six years. In exceptional circumstances members may be retained on an annually renewable basis after a six year period of service.
There shall be a Chairman and Vice Chairman; however the Vice Chairman does not automatically become the Chairman when that position becomes vacant.
The Committee is supported by IET staff including: Group Manager, Event Services; Event Assistant, Event Services (for minute taking).

SECTOR STEERING COMMITTEE

Terms of Reference

Objectives

1. Reporting to the Knowledge Services Board, the Sector Steering Committee will:

(a) Co-ordinate the work of the Sector Teams in order to:

(i) share good practice
(ii) promote cross-sector activity
(iii) provide a consistent approach to delivery of the sector strategy as far as is appropriate

(b) Act as a conduit for the Sector Teams to:

(i) provide input to the IET's strategic direction
(ii) promote sector focus in the business planning and budgeting process
(iii) advise on risks to the delivery of the sector strategy
(iv) report on sector performance

Constitution

2. The following shall be members of the Sector Steering Committee:

(a) Sector Chairmen (members)
(b) Sector Heads (staff members)
(c) Head of Sectors and Communities (Senior Staff Member)

3. The Sector Steering Committee will nominate a chairman from amongst the Sector Chairs.

4. The Chairman of the Sector Steering Committee shall be ex officio a member of the Knowledge Services Board.

5. Where the Chairman of the Sector Steering Committee is unable to attend a meeting of the Knowledge Services Board s/he shall nominate another Chairman to attend on her/his behalf.

Operation

6. The Sector Steering Committee will meet virtually with such frequency as is necessary. Up to three physical meetings shall be held per annum. Additional physical meetings may be held by exception.

Quorum

7. Not fewer than three Sector Chairmen.

STANDARDS COMMITTEE

Terms of Reference

Objectives

(a) To review and develop the strategic direction of the portfolio of new IET standards (excluding the Wiring Regulations).
(b) To evaluate any risks to the IET posed during the development of new standards and put the appropriate mitigation/escalation in place.
(c) To ensure procedures for dispute resolution are in place and implemented.
(d) To ensure that an appropriate structure of technical committees and resourcing is in place to deliver on the strategic plans.

Tasks

(a) To ensure that the committee procedures for IET standards technical committees are fit for purpose, up to date and applied.
(b) To approve the appointment of Chairmen of technical committees as recommended by IET staff.
(c) To ensure that all IET standards are reviewed by the relevant technical committee at least every three years.
(d) To ratify the recommendation to publish a new standard proposed by the technical committee Chairman and senior staff member.
(e) To review and approve the annual business plans for each technical committee.
(f) To find a solution for resolving comments arising in the draft for public comment process if the technical committee has been unable to reach consensus.
(g) To adjudicate on disputes and appeals brought to it from technical committees.
(h) To decide on corrective action to be taken if informed of critical post-publication errors.
(i) To consider the Committee's strategy and operational procedures, and keep them under review.
(j) To report to the Knowledge Services Board.

Constitution

All members of the Committee shall be members of the IET. All members and the Chairman shall have knowledge and experience of technical standards development. The IET Standards Committee should ideally reflect the scope of IET membership and shall be constituted from a selection of such members including at least:

- A Chairman, appointed by the Knowledge Services Board.
- The Chairmen of IET standards technical committees (ex-officio).
- IET Head of Practitioner Publishing.
- Head of the IET New Standards department.
- Approximately eight further members.

The maximum term of office is 3 years which may be renewed no more than once. It is customary for one third of the members of a board or committee to retire each year, to ensure a regular turnover. The President is ex officio a member of all boards and committees.

Members and the Chairman will be selected by the IET New Standards Department and approved by the Knowledge Services Board. Members will be advised by the IET Standards Department when their term of office is due to expire.

The Committee will meet four times a year and its quorum will be five Committee members.

WIRING REGULATIONS POLICY COMMITTEE

Terms of Reference

(a) To advise the IET on technical and policy issues relating to BS7671 and BS8450; fixed electrical installations in buildings, ships and offshore and on related matters.
(b) To provide advice on policy issues when the IET is asked to consult on government proposals relating to these issues.
(d) To provide a forum for members to form a consensus view on particular technical and policy matters which may then be promulgated as the official IET view on JPEL/64.
(e) To report to the Knowledge Services Board.

Constitution

Chairmen of JPEL/18 and JPEL/64 (ex-officio)
IET Chief Electrical Engineer
Head of the IET Technical Standards Department
A representative of HSE
A further ten members are to be appointed from:

- Eight representatives from JPEL/64* (representing the IET on that committee)
- Two members from JPEL/18

All members of the Committee shall be members of the IET. All members and the Chairman shall have knowledge and experience of electrical installation.

There will be a fixed term appointment of three years, which may be renewed no more than once. The Committee shall normally meet three times per year.

Members and the Chairman will be selected by the Technical Standards Department and approved by the Knowledge Services Board. Members will be advised by the Technical Standards Department when their term of office is due to expire.

There shall be a group of emeritus advisors to the Wiring Regulations Policy Committee, which will meet on an ad hoc basis at the behest of the IET Chief Electrical Engineer.

*Note: The IEE/BSI agreement allows up to eight IET representatives on JPEL/64.

MEMBERSHIP AND PROFESSIONAL DEVELOPMENT BOARD

Responsible to the Board of Trustees for oversight of the IET's portfolio of membership and professional development products and services, and for its charitable activities in education.

- Provide assurance to the Board of Trustees concerning the effective delivery of strategic programmes as delegated by the Board of Trustees.
- Monitor performance of strategic programmes as delegated by the Board of Trustees.

Terms of Reference

Strategic Advice and Support

- Overseeing the execution of the IET Strategy in respect of membership and professional development products, and in the education of 5-19 year olds.
- Recommending changes to strategic direction of the IET's membership and professional development products, including advising the Board of Trustees regarding the setting of subscription fees and on membership.

Supporting the Effective and Efficient Delivery of the Corporate Plan

- Providing input during the creation of the IET Plan, identifying requirements for new initiatives, and the adjustment or cessation of activities.
- Providing assurance to the Board of Trustees that the final draft Corporate Plan is aligned to their longer range strategic objectives and that the Membership and Professional Development Board has had the appropriate opportunity to input to the planning process.
- Keeping under review the portfolio of membership and professional development products and services to ensure that they are continuing to meet user needs.
- Developing strategies for the member-led recruitment and retention of members, and ensuring efficient and effective implementation. Also to ensure the efficient and effective implementation of the strategy through the Communities Resourcing Committee.
- Ensuring that the IET meets the regulatory requirements for the award of professional registration qualifications.
- Making nominations and approving recommendations for Scholarships, Prizes and Young Professional competition awards.
- Provide direction and oversight of the IET's Education 5-19 activities.
- Provide assurance to the Board of Trustees concerning the effective delivery of strategic programmes as delegated by the Board of Trustees.
- Oversight of IET's operations in India and China.

Stewardship, Assurance and Risk Management

- Recommending to the Board of Trustees the creation and dissolution of governance, and other groups which report through the Board.
- Monitor performance using KPIs, as defined in the IET Plan, and ensuring that progress is being made.
- Providing advice to the Board of Trustees and the staff on longer range issues that might impact the effective and efficient delivery of the IET Plan, identifying suggestions for mitigating action.
- Ensuring that effective risk management plans are in place for those risks delegated to the Board, in accordance with the IET's risk management process.
- Identifying and responding to other significant and material risks to the IET's 'licence to operate' and its capability to deliver its long term objectives.

- Monitor performance of strategic programmes as delegated by the Board of Trustees.

Stakeholder Management

- Operating a process to identify and manage all key Membership and Professional Development stakeholders.
- Identifying key issues and creating an action plan to engage members and other stakeholders both pro-actively and in response to their needs and expectations.
- Ensuring that the portfolio of membership and professional development products and services takes full account of the needs of Young Professionals.
- Liaising with other Boards.

Reporting

The Board is to provide written and/or oral progress reports and assurances to the Board of Trustees at least quarterly, and, in addition, immediately emerging risks or issues that might adversely impact on the delivery of the strategy or IET Plan are identified.

Constitution

- Chairman – appointed by the Board of Trustees from the elected Trustees
- Senior staff member – Director Membership and Professional Development
- Chairmen of Committees reporting to the Board
- Three Ordinary Members, of whom at least one must be aged less than 30 years at the commencement of his period of office and at least one shall be resident outside the United Kingdom at such time, elected by the membership.
- Three Ordinary Members, of whom at least one must be aged less than 30 years at the commencement of his period of office and at least one shall be resident outside the United Kingdom at such time, appointed by the Board of Trustees.
- One registered member from each level of the Engineering Council register, appointed by the Board of Trustees.
- One of the IET's two representatives on the Engineering Council Board of Trustees.

A Deputy President and the Honorary Treasurer will be ex-officio members of the Board.

The Board may request the Board of Trustees to appoint additional members to ensure the Board has the right balance of skills and knowledge to achieve its task.

Any casual vacancies that arise for Ordinary Members of the Board will be filled by appointment for the unexpired period of service. Recommendations of candidates to fill such casual vacancies should be proposed to the Nominations Committee by the Chairman and senior staff member.

Quorum

Five

CHINA DEVELOPMENT PANEL

Terms of Reference

Purpose

1. To act as a development panel to China on matters relating to work of the IET in that particular country.

Scope

2. Provide advice and support to IET entities in the region on the implementation of the IET's strategies in China.

3. To assist the IET in the implementation of the IET's strategies in China by:

(a) Promoting the IET and its activities to members and non-members;

(b) Encouraging more people to engage with the IET and its activities;

(c) Maintaining excellent relationships with engineers and technicians in their region;

(d) Facilitating and supporting relationships between the IET and government, industry, academia, the media, and appropriate professional institutions and regulatory bodies within the region;

(e) Bringing to the attention of the IET any relevant emerging issues;

(f) Reviewing and make recommendations about future IET products and activities.

Operation

4. The Development Panel will meet physically at least once per year within the country it is representing, with additional business being conducted virtually or at ad hoc meetings.

5. A member of the Development Panel, nominated by the Senior Staff Member and Chairman, may be invited to attend the Membership and Professional Development Board, in order to provide effective communications between the country development panel and the Board. This will be especially useful for agenda topics requiring specialist country insight.

Constitution

Chairman (appointed by the Membership and Professional Development Board).

Senior Staff Member, who will be the relevant Country Head.

8-12 members, drawing upon the IET membership wherever possible and appropriate but not exclusively. These will be appointed by the Membership and Professional Development Board on the advice of the IET's Head of International Operations and local staff and volunteers.

Members of the Panel should be chosen for their knowledge, experience and influence in the range of IET strategic activities within the particular country.

The Chairman and members will be initially appointed for a 2 year term. As appropriate new members should be regularly added with existing members leaving the panel to ensure a continual flow of new subject expertise, information and ideas.

Quorum

Half the members plus one.

INDIA DEVELOPMENT PANEL

Terms of Reference

Purpose

1. To act as a development panel to India on matters relating to work of the IET in that particular country.

Scope

2. Provide advice and support to IET entities in the region on the implementation of the IET's strategies in India.

3. To assist the IET in the implementation of the IET's strategies in India by:

(g) Promoting the IET and its activities to members and non-members;

(h) Encouraging more people to engage with the IET and its activities;

(i) Maintaining excellent relationships with engineers and technicians in their region;

(j) Facilitating and supporting relationships between the IET and government, industry, academia, the media, and appropriate professional institutions and regulatory bodies within the region;

(k) Bringing to the attention of the IET any relevant emerging issues;

(l) Reviewing and make recommendations about future IET products and activities.

Operation

4. The Development Panel will meet physically at least once per year within the country it is representing, with additional business being conducted virtually or at ad hoc meetings.

5. A member of the Development Panel, nominated by the Senior Staff Member and Chairman, may be invited to attend the Membership and Professional Development Board, in order to provide effective communications between the country development panel and the Board. This will be especially useful for agenda topics requiring specialist country insight.

Constitution

Chairman (appointed by the Membership and Professional Development Board).

Senior Staff Member, who will be the relevant Country Head.

8-12 members, drawing upon the IET membership wherever possible and appropriate but not exclusively. These will be appointed by the Membership and Professional Development Board on the advice of the IET's Head of International Operations and local staff and volunteers.

Members of the Panel should be chosen for their knowledge, experience and influence in the range of IET strategic activities within the particular country.

The Chairman and members will be initially appointed for a 2 year term. As appropriate new members should be regularly added with existing members leaving the panel to ensure a continual flow of new subject expertise, information and ideas.

Quorum

Half the members plus one.

PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE

Terms of Reference

Purpose

To act as an advisory committee to the IET on matters relating to professional development.

Scope

(a) To advise on products and services that IET should provide to support professional development for all members, and monitor their effectiveness.

(b) To maintain links with other IET committees and bodies to ensure effective communication, joint working and awareness of key issues across the Institution.

(c) To nominate members for other, ad hoc panels and working parties as necessary (including the Professional Development Partnership).

Responsibilities

The Professional Development Advisory Committee is responsible for:

(a) Reviewing and developing existing professional development policies for engineers at all career stages, ensuring that they meet the needs of IET members and industry and take into account the effect of external influences eg Government policies; compatibility with the policies of partner institutions; Engineering Council and its successor bodies, or other regulatory body requirements.

(b) Ensuring that the policies are formulated in such a way that they can be implemented and communicated cost effectively.

Constitution

(a) Chairman (appointed by and represented on Membership and Professional Development Board')
(b) A representative of the Professional Development Operations Committee
(c) At least one Young Professional under the age of 30 at the time of appointment
(d) A representative of the Registration and Standards Committee
(e) A representative of the CPD Advisors
(f) Plus other members selected for their knowledge and experience of current good practice in professional development, with volunteer membership capped at ten.
+ Staff

Quorum

A quorum of half the members, rounded down, plus one.

Note

The normal period of service for an elected or appointed member of any board or committee is three years. For elected members, re-election is only possible after an interval of at least one year. For nominated members, the period of service on a board or committee cannot be extended beyond a maximum of six years. It is customary for one third of the members of a

board or committee to retire each year, to ensure a regular turnover. The President is ex officio a member of all boards and committees.

Observers are not required.

Further members may be co-opted as necessary, by invitation (with volunteer membership capped at ten)

QUALITY ASSURANCE COMMITTEE

Terms of Reference

Purpose

Responsible for the oversight of the Engineering Council licensed activity set by auditing, monitoring and providing advice to the Membership and Professional Development (MPD) Board on the quality assurance of the processes and in addition the quality audit of the IET's Fellowship processes.

Scope

This body (the QAC) is given responsibility by the MPD Board for independently, effectively and demonstrably, auditing and reviewing the management system that is put in place by the MPD Board to demonstrate and maintain compliance with the Engineering Council requirements[i]. Thus QAC's audit and review function forms part of the required self-assessment process.

The overall aim of the Engineering Council Licencing Manual is Continuous Performance Improvement (CPI) in order to improve efficiency and effectiveness of the processes and, in doing so, contribute to increased registration. The QAC is given responsibility by the MPD Board to ensure CPI is realised in practice.

The QAC shall comply with the MPD Board Quality Assurance Policy, and in doing so adopt and promote a risk-based approach to Quality Assurance.

The QAC is given responsibility by the MPD Board to ensure the fairness, timeliness and consistency of assessments made in respect of individual registrants, Fellowship applicants and organisations offering IET accredited education or programmes, in order to protect the reputation and standing of the IET.

Responsibilities

The QAC's remit (drawn from the Engineering Council Bye-laws[i]) may be summarised as to exercise the above responsibilities in respect of the procedures and resources (humans and systems) deployed by the IET to:

(a) monitor the continuing professional development of Registrants;
(b) assess the competence and commitment of candidates for registration;
(c) assess the academic standards of candidates for registration who have not followed an accredited course;
(d) accredit programmes which meet the academic standards for registration; and
(e) accredit initial and professional development programmes leading to competence in the workplace.

In addition, the QAC's remit shall include to exercise the above responsibilities in respect of the procedures and resources (humans and systems) deployed by the IET to assess candidates for Fellowship.

The IET QAC shall fulfil the following duties:

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[i] Note that the Engineering Council's Bye-laws require that the procedures and resources for monitoring of the conduct of Registrants be also subject to audit and review. However, the activity governing the Conduct of Registrants is managed by the Department of Governance and Policy and reported to the Engineering Council by MPD staff as part of the IET's Annual Self-Assessment Report. As such, this activity is outside the scope of QAC.

(a) Conduct an annual audit of the procedures and resources defined by the committee's scope.
(b) Prepare and submit of an annual report to the MPD Board.
(c) Review and advise the MPD Board on future Quality Assurance needs.
(d) Meet in person or virtually at least every 4 months to:
    - Review the progress of audit actions.
    - Assess the ongoing health of the management system put in place by the MPD Board to demonstrate and maintain compliance with the Engineering Council requirements and identify risks by reviewing metrics and performance indicators.
    - Take appropriate action and report this to MPD Board.

Staff resource is allocated to support the annual audit and periodic progress review meetings.

Constitution

(a) Chairman appointed by MPD Board who is or will become a member of MPD Board (endorsed by Nominations Committee). Chairman may delegate responsibility to a member of the committee in the event that he/she is unable to attend a QAC meeting/audit at short notice.
(b) Six other IET professionally registered members with experience in one or more of the relevant volunteer roles (appointments endorsed by MPD Board).
(c) Members cannot be members of Registration & Standards Committee (R&SC), although they can be active in accreditation, registration and monitoring of the Continuous Professional Development (CPD) for registrants activities.

Quorum

The committee quorum is four (4) of the seven (7) members.

Note

The normal period of service for an elected or appointed member of any board or committee is three years. For elected members, re-election is only possible after an interval of at least one year - there are no elected members of QAC. For nominated members, the period of service on a board or committee cannot be extended beyond a maximum of six years. It is customary for one third of the members of a board or committee to retire each year, to ensure a regular turnover. The President is ex officio a member of all boards and committees.

REGISTRATION AND STANDARDS COMMITTEE

Terms of Reference

Purpose

The supervision of the assessment of applications for Fellowship, registration, accreditation and approvals on behalf of the Membership and Professional Development Board, and the development and maintenance of the benchmark standards against which individuals and schemes are assessed.

Scope

(a) Award of CEng, IEng, EngTech and ICT*Tech* registration under licence of the Engineering Council.
(b) Award of FIET.
(c) Award of CITP registration under licence of the British Computer Society.
(d) Accreditation of University Programmes.
(e) Accreditation of Employer Professional Development schemes.
(f) Approval of programmes of further learning or training for registration.
(g) Approval of applicants in the category of specialist security advisor to the Register of Security Engineers and Specialists for existing CEng and IEng registrants.

Responsibilities

The Registration and Standards Committee is responsible for:

(a) recommending to the Engineering Council successful applications for professional registration;
(b) defining and upholding the standards of qualifications awarded by the IET;
(c) developing case law and setting precedents to assist the assessment process;
(d) monitoring and advising on all accreditation activities related to registration;
(e) integrating the volunteer activities contributing to registration;
(f) approving guidelines used in assessing the competence of applicants for professional registration and other qualifications;
(g) advising on guidance for applicants;
(h) advising on the development and use of tools and methods to improve the registration experience for applicants;
(i) defining and implementing the appeals procedure;
(j) implementing the IET's equality and diversity policy in respect to registration;
(k) reporting to the British Computer Society in respect of CITP Appeals;
(l) reporting to the Register for Security Engineers and Specialists (RSES) and the Institution of Civil Engineers (ICE) in respect of the new category of specialist security adviser;
(m) reporting to the Membership and Professional Development Board.

The Committee will deliver its responsibilities through the work of the Registration Group, the Academic Accreditation and Professional Development Operations Committees and the Assessment and Advisory Activities.

Constitution

(a) Chairman appointed by Membership and Professional Development Board;
(b) Deputy Chairman nominated by the Registration and Standards Committee Informal Nominations Panel.

(c) Registration Group, Academic Accreditation and Professional Development Operations Committee and Fellowship Chairmen or their nominated deputies.
(d) Three lay members appointed by the Membership and Professional Development Board.

Observers and Co-opted Members

(a) Observers as required by the Engineering Council.
(b) Further members may be co-opted as necessary.

Quorum

A quorum comprised of a minimum number of five Registration and Standards Committee Members, to include the Chairman or Deputy, shall be present at each meeting to conduct the business of that group.

Notes

Registrants from at least two sections of the Engineering Council Register should be represented on the Registration and Standards Committee.

Lay members need not be registrants.

Decisions relating to individual assessment of candidates for registration will be made only by persons who are themselves registrants.

The normal period of service for an elected or appointed member of any board or committee is three years. For elected members, re-election is only possible after an interval of at least one year. For nominated members, the period of service on a board or committee cannot be extended beyond a maximum of six years. It is customary for one third of the members of a board or committee to retire each year, to ensure a regular turnover. The President is ex officio a member of all boards and committees.

ACADEMIC ACCREDITATION COMMITTEE

Terms of Reference

Purpose

To develop, maintain and implement policies and procedures for academic accreditation under delegated authority from Membership and Professional Development Board and Registration and Standards Committee.

Scope

This body has been delegated by Membership and Professional Development Board and Registration and Standards Committee, to develop, maintain and implement policies and procedures for the accreditation of academic programmes that either contribute to, or satisfy, the current and future educational requirements for Chartered and Incorporated Engineers taking into account the current and future needs of industry.

Responsibilities

(a) To develop detailed criteria for the accreditation of degree programmes that fall within the scope of the IET based on the policy of the Engineering Council.
(b) To approve reports of visits and other engagements with Higher Education Institutions to review academic programmes for accreditation and make decisions thereon with delegated authority.
(c) To advise IET staff on the appointment of a team of Accreditors to ensure a balance of those from industry and academia.
(d) Within the strategic remit of the IET, to contribute to the development of Higher Education, both nationally and internationally.
(e) To report to the Registration & Standards Committee.

Constitution

(a) Chairman who shall be a registered Engineer and who should also represent the Academic Accreditation Committee on the Registration & Standards Committee.

(b) Not less than 15 other members, all of whom shall be Registered Engineers.

(c) Members of the Committee are selected to ensure a balance of experience from industry and academia.

Quorum

The Committee will meet as frequently as necessary to conduct its business and its quorum will be 1/3 of Committee members plus one.

Notes

Period of Service

In order to ensure renewal of membership while maintaining the breadth and depth of experience required by the Committee, the membership will be reviewed annually. The normal period of service for a member of Academic Accreditation Committee is three years. Members may be reappointed for a second term of three years. Normally members should not serve more than two three year terms, but where it is necessary to retain specific knowledge or experience,

members may then be reappointed on an annual basis. It is customary for up to one third of the members of Academic Accreditation Committee to retire each year, to ensure a regular turnover.

The Vice Chairman is elected from and by the membership of the Committee and will serve for a period of three years as Vice Chairman followed by a three year appointment as Chair.

Observers

An observer will be invited to meetings from the following Institutions, if not a member in another capacity:

- BCS
- IMechE
- Engineering Council

PROFESSIONAL DEVELOPMENT OPERATIONS COMMITTEE

Terms of Reference

Purpose

To develop, implement and review policies and procedures for the assessment of Employers' Schemes of Professional Development to satisfy the requirements for qualifications offered by the Institution;

To develop, implement and review policies and procedures for the approval of Apprenticeship Schemes to satisfy the requirements for the Institution qualifications.

Scope

On behalf of the IET, to grant accreditation of Professional Development Schemes and approval of Apprenticeship Schemes.

Responsibilities

Appoint accreditation / visit panels from its number and from a pool of suitably trained people approved by the Committee, as required;

Delegate authority to panels to make accreditation decisions;

Operate an online web forum to ratify accreditation decisions;

Report to the Registration and Standards Committee.

Constitution

Chairman and Deputy Chairman appointed by the current Chairman following consultation with the Employer Accreditation Team;

Chairman will become a member of the Registration and Standards Committee (R&SC) on appointment into the role;

Chairman may delegate responsibility to a member of the committee other than Deputy Chairman if they are unable to attend a meeting at short notice;

Not less than eight other members appointed by the Professional Development Operations Committee selected for their knowledge and experience of current best practice in Professional Development Schemes, Mentoring and Engineering/Business Management.

Quorum

The Committee will meet as frequently as necessary to conduct its business (at least once per annum) and its quorum will be 1/3 of Committee members plus one.

Notes

Period of Service

The normal period of service for an elected or appointed member of any Board or Committee is three years. For elected members, re-election is only possible after an interval of at least one

year. For nominated members, the period of service on a board or committee cannot be extended beyond a maximum of six years. It is customary for one third of the members of a board or committee to retire each year, to ensure a regular turnover. The President is ex officio a member of all boards and committees.

Observers

An observer appointed by the Engineering Council, if not a member in another capacity.

Observers may be appointed from other organisations to support the work of the committee.

REGISTRATION GROUP

Terms of Reference

Purpose

The operational responsibility for the assessment of applications for registration on behalf of the Registration and Standards Committee, which in turn holds the delegated authority from the Membership and Professional Development Board, and the maintenance of the benchmark standards against which individuals are assessed.

Scope

Award of CEng, IEng, EngTech and ICT*Tech* registration

Responsibilities

The Registration Group has delegated responsibility from the Registration and Standards Committee for:

(a) recommend the award, under licence from the Engineering Council, successful applications for professional registration;

(b) contributing to defining and upholding of the standards of qualifications awarded by the IET;

(c) contributing to the development of case law and setting precedents to assist the assessment process;

(d) contributing to the development of volunteer activities associated with registration;

(e) approving the appointment of all volunteers associated with registration, including Registrars and Moderators;

(f) contributing to the development of processes and guidelines used in assessing the competence of applicants for professional registration and other qualifications;

(g) contributing to the development of advice and guidance for applicants;

(h) contributing to the development and use of processes to improve the registration experience for applicants;

(i) auditing a sample of registration applications to monitor process compliance and consistency between panels;

(j) implementing the IET's equality and diversity policy within the scope of the registration process;

(k) reporting to Registration and Standards Committee;

Constitution

Chairman
Vice Chairman

A minimum of three additional registered members, Observers as required by the Engineering Council.

(a) The Chairman and the members of the Group shall be appointed by the Nominations Panel of the Registration and Standards Committee.

(b) The Group may request the Registration and Standards Committee to appoint additional members to ensure the Group has the right balance of skills and knowledge to achieve its task.

(c) Registrants from at least two sections of the Engineering Council register should be represented on the Group

(d) Group decisions can be made by the Group but decisions relating to individual assessment of candidates for registration will be made only by registered members who are Registrars.

Quorum

(a) One more than half of the voting members of the group to include the Chairman or his Deputy, shall be present at each meeting to conduct the business of the Group.

(b) For decisions on registration, the Chairman or his Deputy and at least two other registered voting members must be present.

Note

The normal period of service for appointed members of the Group is three years.

SCHOLARSHIPS COMMITTEE

Terms of Reference

Purpose

To develop and manage the IET's portfolio of scholarships, prizes and travel awards.

Scope

To review the IET's portfolio of current awards and propose new awards. To define their criteria, oversee their procedures and assess applications. The IET's portfolio of scholarships, travel awards and prizes currently includes undergraduate and postgraduate scholarships, grants, travel awards, the A F Harvey research prize and student prizes.

Responsibilities

(a) to consider and make recommendations for the award of undergraduate and postgraduate scholarships and to make recommendations concerning the arrangements and criteria for these awards.

(b) to monitor nominations from educational establishments and make recommendations for the award of the IET Prizes, the IET Manufacturing Engineering Student Prizes, and to make recommendations concerning the arrangements and criteria for these awards.

(c) to consider and make recommendations for the award of IET travel awards.

(d) to monitor the IET A F Harvey Engineering Research Prize and work of the Search and Selection Committee

(e) to report to the Membership & Professional Development Board.

(f) to consider its strategy and operational procedures, and keep them under review.

(g) to ensure the expenditure associated with the portfolio of activities is in line with available funding.

Constitution

An appointed Chairman.
Approximately ten members appointed by the Membership & Professional Development Board.

Note: The Committee should include a member with experience of the Scottish Education System together with a representative from industry and two Younger Members.

Quorum

The Committee will meet up to three times a year and its quorum will be five Committee members, including members who had tendered apologies but had submitted their votes in advance.

Notes

The normal period of service for a member of the Scholarships Committee is five years. Members may be reappointed at the end of five years.

In order to ensure renewal of membership while maintaining the breadth and depth of experience required by the Committee, the membership will be reviewed annually. Normally members should not serve for more than two five year terms on the Committee, but where it is necessary to retain specific knowledge or experience, members may be retained beyond this period while other members with appropriate experience are sought. It is customary for one or two Scholarship Committee members to retire each year to ensure a regular turnover. The President is ex officio a member of all boards and committees.

Ex-members may choose to remain as online assessors for the scholarships, travel awards and grants, but not attend the Committee meetings. Members may be retained for up to a further 5 year period on this basis.