1. Issue
   To approve amendments to the terms of reference of the Communities Committees and the Committees reporting to the Membership and Professional Development Board.

2. Timing
   Board of Trustees meeting, 2 September 2019.

3. For Recommendation
   3.1. The Board of Trustees is invited to approve:
       3.1.1. dispensing with elections to the Communities Committees;
       3.1.2. a review of the decision to dispense with elections to the Communities Committees after three years;
       3.1.3. amendments to the terms of reference of the Communities Committees;
       3.1.4. amendments to the terms of reference of the Committees reporting to the Membership and Professional Development Board.

4. Knowledge Services and Solutions Board
   4.1. At its meeting on 6 June 2019 the Knowledge Services and Solutions Board considered a proposal to amend the terms of reference of the seven Communities Committees, by removing the requirement for electing half of the Ordinary Members of each Committee, and agreed to recommend the proposed changes to the Board of Trustees. It also recommended that the decision to dispense with elections to the Communities Committees should be reviewed after three years.
   4.2. A paper explaining the background to the proposal is attached as Appendix A.
   4.3. The proposed terms of reference are attached as Appendices B-D.
5. **Membership and Professional Development Board**

5.1. At its meeting on 6 June 2019 the Membership and Professional Development Board considered proposals to amend the terms of reference of Committees and agreed to recommend the proposed changes to the Board of Trustees. There are changes to the terms of reference of the following Committees:

- Quality Assurance Committee
- Registration Group
- Professional Development Operation Committee
- Professional Development Advisory Committee

5.2. In addition, the Board subsequently approved the terms of reference for the Panels reporting to the Awards and Scholarships Committee.

5.3. The proposed terms of reference are attached as Appendices E-N.

6. **Risk**

None identified.

7. **Resources**

None identified.
10 May 2019

PAPER CLASSIFICATION: OPEN

Knowledge Services and Solutions Board

REMOVING COMMUNITIES COMMITTEES FROM THE ELECTION PROCESS

(Paper by Alex Taylor and Rob Edmunds. If you have any questions on this paper before the meeting please contact Alex by email alextaylor@theiet.org)

1. Issue

1.1. To remove the requirements for the election by the IET membership of Ordinary Members of the seven Communities Committees.

2. Timing

2.1. For decision at the Knowledge Services and Solutions Board meeting in June 2019.

3. Reason for Paper Classification

3.1. There is nothing sensitive or confidential in this paper.

4. For Recommendation

4.1. The committee is invited to support the Community Resourcing Committee’s recommendation that the requirements for the election by the IET membership of Ordinary Members of the seven Communities Committees be removed, and request that the IET Board of Trustee’s does the same at its meeting in September 2019.

5. Background

5.1. At its meeting on 10 April the Community Resourcing Committee (CRC) voted 10-1 in favour of a proposal that the seven Communities Committees (CCs) should be removed from the IET’s election process.

5.2. At the same meeting the CRC voted 8-3 against removing the CRC from the election process. The full paper that went to the CRC and the subsequent minutes relating to the discussion are available on request.

5.3. In 2009 there were changes to the IET’s governance structure and the Global Operations Board (GOB), supported by Regional Boards (RBs), was created. At the time it was agreed that these groups would be part of the IET election process.

5.4. It was agreed that the GOB and RBs should have half of their Ordinary Members elected and half appointed. In the case of the GOB the electorate comprised all members of the IET and in the case of the RBs the electorate comprised all members resident in the respective regions.

5.5. In 2011, the GOB and RBs were replaced with the current Communities governance structure, the CRC supported by five regional CCs, and they have continued to be part of the election process. In recent years the CC structure has been supplemented by...
the Young Professionals Community Committee (YPCC) and the Technical Professional Networks Community Committee (TPN-CC) both also are part of the election process.

5.6. Since 2011 we have never reached a stage where all CCs have a ‘healthy’ number of candidates standing for election. The ideal is that there should be at least two candidates standing for each vacancy, in this way an election is held, and voters are able to select their choice of candidate for the position.

5.7. In each year since 2011 there have been significant numbers of CCs who have either received no candidates, or who have received single candidates. When only a single candidate stands they are unopposed which means they are elected by default.

**Total number of candidates standing for election**

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</table>

5.8. Over the years significant efforts have been made to encourage more people to stand for election, these have included: awareness raising campaigns in Member News and via email bulletin; case studies and blogs by serving volunteers; and direct appeals to local network (LN) volunteers to encourage participation. Despite this there has been no improvement. The YPCC is the only committee that has bucked the trend over a number of years, the TPN-CC has been successful in attracting candidates in its second year too.

5.9. A larger number of elections means higher costs for the IET, reducing the number of elections would allow savings to administrative, printing, and postage costs.

5.10. Currently members are asked to vote for the Trustees, Council (from which successful candidates are appointed to the Main Boards), the CRC, YPCC, TPN-CC and the CCs that are appropriate to their region. While the number of candidates in the Communities area is low, the overall number of candidates and committees that voters need to consider is high, and each year the IET receives complaints from people that they find the voting process too complicated and time-consuming. If the CCs were removed from the election process then it would allow voters to focus on the Trustees, Council and CRC.

5.11. If the CCs are removed from the election process, then it is proposed that they revert to fully appointed committees. This is the norm for many parts of the IET, for example editorial boards, the Policy and Sector Panels, the TPN committees, and committees like the Registration and Standards Committee.

5.12. With the move to our current governance structure in 2016, the IET made it much easier for members to express an interest in vacancies on Council that are open for appointment. Candidates first submit their membership number, so they can be verified, they are then asked to complete a form giving details of their skills and experience in relation to the role they are expressing an interest in.
5.13. This approach has increased the number of people expressing an interest in positions. It has also allowed the IET to start a database of individuals who are keen to be involved. This allows them to be considered for other opportunities. The CCs would follow the same process.

6. Key Points

6.1. There are not, and have never been, enough candidates standing for election to the CCs.

6.2. The election system is not delivering the most appropriate candidates to the Communities governance, it is not attracting enough new people, or providing enough candidates to allow a truly democratic selection to be made.

6.3. If the CCs were removed from the election process it would reduce costs and will make it easier for voters to focus on selections for Board of Trustees, Council, and the CRC.

6.4. It is expected that the alternative proposal for a nomination and appointment process should attract more candidates and give the CCs a better opportunity to match skills and experience appropriately to create balanced and effective committees.

6.5. The new process would retain integrity and objectivity.

7. Risk

7.1. There is very little risk that the number of applications could fall lower than is currently the case in the election process. However, if that proves to be the case then the CCs could be reintroduced to the election process at some future point.

7.2. There may be concerns or complaints from some members that by removing the CCs from the election process democracy might not be served, however this is mitigated by the applications being assessed by the next Committee up the chain.

8. Resources

8.1. The new process will require more work by Communities staff and will also require additional time at CRC meetings for assessment and decisions to be made. An assessment of possible additional work has been conducted and the CRC is comfortable that it can be managed within the existing staff and volunteer resource.
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 and Solutions 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) Chair 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 their period of office, should be elected by the membership of the region.
(d) Three Six Ordinary Members resident in the region, of whom at least two must be aged less than 30 years at the commencement of their period of office, should be
appointed by the Communities Resourcing Committee based on proposals from the Committee.

(e) The Chairs 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 Chair 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.

**Expectation of Attendance and Contribution of Members**

7. Any member who has not attended three or more consecutive Committee meetings (physical or virtual) spanning a period of more than six months, and has not contributed to the work of the Committee outside meetings during the same period, may be considered as being eligible for removal from the Committee. The decision to start the removal notification process from the Committee shall be agreed by the Committee by majority vote at the next Committee meeting. In the event that the Committee agrees that the member should be removed from the Committee, the following process shall apply:

8. A senior staff member from another Committee should be asked to try to contact the member via each form of communication once more. Then, if no reply is received, a formal letter (signed by the Head of Governance and Legal Affairs) should be sent from the IET to the member’s last known registered address, by recorded delivery, saying: “The IET has been unable to make contact with you over the past 6 months to discuss your membership of the xxxx Committee. In view of this, unless we hear otherwise from you, we shall assume that you no longer wish to continue to be a member of the Committee.”

9. After twenty-one days, in the event of no satisfactory reply, the member shall be removed from the Committee and a suitable replacement sought.
Appendix C

TECHNICAL AND PROFESSIONAL NETWORKS COMMUNITIES COMMITTEE

Terms of Reference

Purpose

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

2. The Technical and Professional Networks Communities Committee supports all IET technical communities.

Planning and Resourcing

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

(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 (total budget for technical communities allocated to the Communities Committee by the Communities Resourcing Committee).

Supporting Communities Activities

(d) Build and maintain excellent relationships with all technical communities.

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

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

(g) Identify required community tools and facilities.

(h) Reinvigorate existing communities activities where required.

(i) Make recommendations to the Communities Resourcing Committee regarding the creation, closure, merger or re-focus of technical networks.

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

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

(l) Increase membership and registration.

(m) Identify high profile and influential individuals to act as thought leaders and ambassadors for the IET.
Encourage more members to volunteer.

Recommend nominees for IET Boards and Committees.

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

Resolve difficult community issues.

Collaborate with technical professional bodies and other relevant organisations on communities activities as appropriate.

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

Share best practice between communities.

Provide input and advice on communities issues from members to the Communities Resourcing Committee.

Communicate effectively with members around the IET Strategy and Plan as well as other items as appropriate.

Raise awareness of the IET with a view to growing the membership base.

Propose changes to IET products and services to the Communities Resourcing Committee for communication to the Knowledge Services and Solutions Board, the Membership and Professional Development Board, and the Volunteer Engagement Board as applicable.

Report to the Communities Resourcing Committee.

Constitution

The Committee should be constituted of at least eight members.

Chair appointed by the Communities Resourcing Committee.

Senior Staff Member.

Three Ordinary Members with experience of serving on or working closely with a TPN, of whom at least one must be aged less than 30 years at the commencement of their period of office, should be elected by the membership.

Three Six Ordinary Members with experience of serving on or working closely with a TPN, of whom at least one two 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.

The Chairs of any Sub-Committees that report to the Committee, ex officio.

To ensure the interests of all types of technical are represented, the Committee will appoint members to complement the competences and interests of the elected members.
5. The Chair 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.

Expectation of Attendance and Contribution of Members

7. Any member who has not attended three or more consecutive Committee meetings (physical or virtual) spanning a period of more than six months, and has not contributed to the work of the Committee outside meetings during the same period, may be considered as being eligible for removal from the Committee. The decision to start the removal notification process from the Committee shall be agreed by the Committee by majority vote at the next Committee meeting. In the event that the Committee agrees that the member should be removed from the Committee, the following process shall apply:

8. A Senior Staff Member from another Committee should be asked to try to contact the member via each form of communication once more. Then, if no reply is received, a formal letter (signed by the Head of Governance and Legal Affairs) should be sent from the IET to the member’s last known registered address, by recorded delivery, saying: “The IET has been unable to make contact with you over the past 6 months to discuss your membership of the xxxx Committee. In view of this, unless we hear otherwise from you, we shall assume that you no longer wish to continue to be a member of the Committee.”

9. After twenty-one days, in the event of no satisfactory reply, the member shall be removed from the Committee and a suitable replacement sought.
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 participate 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) (x6) *+
- 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.
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. 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) 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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1 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 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:
   o Review the progress of audit actions.
   o 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.
   o 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) Chair appointed by MPD Board who is or will become a member of MPD Board (endorsed by the Nominations and Succession Committee). Chair 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 collective experience in one or more all 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 Continuing 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 appointed member of any board or committee is three years. 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.
Appendix F

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) recommending 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/her their Vice Chair Deputy, shall be present at each meeting to conduct the business of the Group.

(b) For decisions on registration, the Chairman or his Deputy the Vice Chair 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.
PROFESSIONAL DEVELOPMENT OPERATIONS COMMITTEE

Terms of Reference

Purpose

To develop, implement and review policies and procedures for the accreditation or approval assessment of Employers’ Schemes of Professional Development Schemes, Apprenticeship Schemes and Technician qualifications, 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 or approval of Professional Development Schemes, and approval of Apprenticeship Schemes and Technician qualifications.

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 or approval decisions;

Operate an online web forum to make or ratify accreditation or approval decisions outside of Committee;

Report to the Registration and Standards Committee.

Constitution

Chair, Vice Chair and members appointed by the current Chair following consultation with the Employer Accreditation Team;

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

Chair may delegate responsibility to a member of the committee other than Vice Chair 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, Work Based Learning, Apprenticeships 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.

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.
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) Chair (appointed by and represented on the 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.


g) A representative of the Volunteer Engagement Board.

h) 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).
ACHIEVEMENT MEDALS PANEL

Terms of Reference

Purpose

To assess and judge nominations for the IET’s range of Achievement Medals for senior engineers (including the prestigious Faraday Medal, Mountbatten Medal, Mensforth Manufacturing Gold Medal and J J Thomson Medal for Electronics), for volunteers and for Young Professionals.

Responsibilities

(a) Panel members should familiarise themselves with the full range of Achievement Medals available.

(b) Panel members are encouraged to make nominations and to use their contacts to encourage nominations.

(c) To consider the nominations and make decisions on the recipients of the IET Achievement Medals.

(d) The Chair shall represent the Panel on, and report to, the Awards and Scholarships Committee.

Constitution

1. An appointed Chair.
2. The Chair shall appoint a Vice Chair. This person will be a member who will stand in to chair the meeting and approve decisions where the Chair is absent. The Vice Chair would not necessarily become the Chair.
3. Approximately eight or more members who should be members of the IET. All members should be Members, Fellows or Honorary Fellows and all members to be of suitable standing to have public credibility in making the decisions required.
4. The Panel should normally contain a minimum of three members with high level Industry experience; two members with senior Academic experience and one member with high level Armed Forces experience.
5. Of these, there should be representation of the range of subjects covered by the IET, for example: one member with manufacturing experience; one member with electrical / electronics engineering experience; one member with software engineering experience; one member with mechanical engineering experience. International experience; and Young Professional experience will also be represented.
6. Members may meet more than one requirement.
7. The first Panel will be appointed by the Awards and Scholarships Committee Chair with advice from senior staff.
8. Subsequent Chairs and Panel Members will be appointed by the Awards and Scholarships Committee with advice from senior staff.

Meetings

1. The Panel will conduct all assessment and scoring of nominations online. Training will be given in the online assessment system used by the IET, as requested.
2. A teleconference will be held prior to the assessment and scoring for the benefit of new Panel members.
3. The Panel will have one decision-making meeting, conducted by teleconference, or face-to-face, if practical.

Quorum

The quorum will be five Panel members.

Notes

(a) 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.

(b) The rules do not prevent members of the Achievement Medals Panel being nominated for Achievement Medals. Although this would be an unusual and unlikely event, Achievement Medals are made by nomination, which is beyond the control of the Panel members. If a member is nominated, they would not be invited to score the nomination and would not be invited to participate in the decision-making meeting, although they would be invited to vote and comment on the other nominations.

(c) Achievement Medals Panel members who submit nominations and those who have a close association with any nominees are invited to vote and comment only on all other nominations being considered for Achievement Medals.
APPRENTICE AND TECHNICIAN PANEL

Terms of Reference

Purpose

To assess and judge nominations for the IET’s Apprentice and Technician Awards which include IET Apprentice of the Year, IET Technician of the Year and IET Armed Forces Technician of the Year.

Responsibilities

(a) Panel members should familiarise themselves with the criteria for the awards.

(b) Panel members are encouraged to make nominations and to use their contacts to encourage nominations.

(c) To consider the nominations and make decisions on the recipients of the IET Apprentice and Technician Awards.

(d) The Chair shall represent the Panel on, and report to, the Awards and Scholarships Committee.

Constitution

1. An appointed Chair.
2. The Chair shall appoint a Vice Chair. This person will be a member who will stand in to chair the (virtual) meeting and approve decisions where the Chair is absent. The Vice Chair would not necessarily become the Chair.
3. Approximately eight or more members who should be members of the IET. All members should be apprentices in the category of Associate, Members, Fellows or Honorary Fellows and all members to be of suitable standing to have public credibility in making the decisions required.
4. Previous award winners may be invited to join the Panel. In this case, they do not have to be TMIET or MIET if they are either still undertaking their apprenticeship, or are still working towards the competencies required to apply for TMIET or MIET.
5. The Panel should normally contain a minimum of two members with Apprentice experience; two members with Technician experience and two members with Armed Forces experience.
6. International experience; and Young Professional experience will also be represented.
7. Members may meet more than one requirement.
8. Chairs and Panel Members will be appointed by the Awards and Scholarships Committee with advice from senior staff.

Meetings

1. The Panel will conduct all assessment and scoring of nominations online. Training will be given in the online assessment system used by the IET, as requested.
2. A teleconference will be held prior to the assessment and scoring for the benefit of new Panel members.
3. The Panel will have one decision-making meeting, conducted by teleconference, or virtually, if practical.
Quorum

The quorum will be five Panel members.

Notes

(a) 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.

(b) The rules do not prevent members of the Apprentice and Technician Panel being nominated for an Apprentice or Technician Award. Although this would be an unusual and unlikely event, the awards are made by nomination, which is beyond the control of the Panel members. If a member is nominated, they would not be invited to score the nomination and would not be invited to participate in the decision-making meeting, although they would be invited to vote and comment on the other nominations.

(c) Apprentice and Technician Panel members who submit nominations and those who have a close association with any nominees are invited to vote and comment only on all other nominations being considered for Apprentice and Technician Awards.
DIAMOND SCHOLARSHIPS PANEL

Terms of Reference

Purpose

To assess and score applications for the IET’s Diamond Jubilee Scholarships for undergraduate students. To review the winners’ annual reports and agree the appropriate actions.

Responsibilities

(a) Panel members should familiarise themselves with the criteria for Diamond Scholarships.

(b) To assess and score all applications for IET Diamond Scholarships.

(c) To conduct interviews of shortlisted candidates, only if this is necessary to accommodate donor requirements.

(d) To review all reports submitted by the winners on an annual basis and make decisions on the continuation of the scholarship.

(e) The Chair shall represent the Panel on, and report to, the Awards and Scholarships Committee.

(f) The Panel will review the criteria and prize value of the awards every five years and make recommendations for any changes to the Awards and Scholarships Committee.

Constitution

1. An appointed Chair.
2. The Chair shall appoint a Vice Chair. This will be a member who will stand in to approve decisions where the Chair is absent. The Vice Chair would not necessarily become the Chair.
3. Approximately eight or more members who should be members of the IET. All members should be Students, Members, Fellows or Honorary Fellows and all members to be of suitable standing to have public credibility in making the decisions required.
4. The Panel should include a member with experience of the Scottish Education System, together with a representative from industry and one Young Professional. Members may meet more than one requirement.
5. The first Panel will be appointed by the Awards and Scholarships Committee Chair with advice from senior staff.
6. Subsequent Chairs and Panel Members will be appointed by the Awards and Scholarships Committee with advice from senior staff.

Meetings

1. The Panel will conduct all assessment and scoring of applications and annual reports online. Training will be given in the online assessment system used by the IET, as requested.
2. A teleconference will be held prior to the assessment and scoring for the benefit of new Panel members, if required.
3. The Panel may have to conduct one day of shortlisting interviews, if required.

**Quorum**

The quorum will be five Panel members.

**Notes**

The normal period of service for an elected or appointed member of any board, committee or panel 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.
IET HARVEY PRIZE PANEL

Terms of Reference

Purpose

The Panel will search worldwide for suitable candidates for the IET A F Harvey Engineering Research Prize, short-list candidates for the Prize and decide on a winner for the Prize.

The Prize, awarded annually, recognises an individual for a specific outstanding research achievement with the potential to go on and achieve yet more. It takes the form of a grant to support further research.

The Prize is awarded relating to research in medical, radar and microwave or laser and optoelectronics/photonics areas of engineering and technology research on a three-year cycle.

Responsibilities

(a) Panel members should familiarise themselves with the full criteria for the Prize.

(b) Panel members are expected to make nominations themselves and to use their contacts to find suitable candidates to nominate.

(c) Panel members will be requested to identify potential expert reviewers for each short-listed candidate, appropriate to their area of work.

(d) The Panel will consider all of the nominations and, following a multi-stage assessment process, select the recipient of the IET A F Harvey Engineering Research Prize.

(e) The Chair shall represent the Panel on, and report to, the Awards and Scholarships Committee.

Constitution

1. An appointed Chair.
2. The Chair shall appoint a Vice Chair. This person will be a member who will stand in to chair the meeting and approve decisions where the Chair is absent. The Vice Chair would not necessarily subsequently become the Chair.
3. Approximately eight members. All members to be of suitable standing to have public credibility in making the decisions required.
4. The Panel should normally contain representatives of all the major international regions and contain two experts who will be co-opted on to the Panel annually, to serve for one year, to correspond to the specific technical area in which the Prize is being awarded that year.
5. Members should be Members, Fellows or Honorary Fellows of the IET, or non-members with skills relevant to the Panel. Members may meet more than one requirement.
6. Chairs and Panel Members will be appointed by the Awards and Scholarships Committee with advice from senior staff.
Meetings

1. The Panel will conduct all assessment and scoring of nominations online. Training will be given in the online assessment system used by the IET, as requested.
2. The Panel will have one decision-making meeting, conducted by teleconference, or, if practical, online.

Quorum

The quorum will be five Panel members.

Notes

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 supernumerary member of all boards and committees.

Annual Tasks

(a) To search for and nominate potential candidates for the IET A F Harvey Engineering Research Prize, drawing on wide international networks.

(b) To invite and consider nominations from the IET’s five Communities Committees: Americas; Asia Pacific; Europe, Middle East and Africa; South Asia and the United Kingdom.

(c) To draw up a short-list of 5 or 6 candidates and invite them to submit detailed research proposals.

(d) To identify three potential expert reviewers for each short-listed candidate, appropriate to their area of work. These reviewers will not be members of the Panel.

(e) To consider the detailed proposals and reviewers’ reports and decide the winner for the IET A F Harvey Engineering Research Prize.

(f) To receive and review annual reports from the recipients of the IET A F Harvey Engineering Research Prize.
Appendix M

IET ENGINEERING HORIZONS BURSARY PANEL

Terms of Reference

Purpose

To assess and score applications for the IET’s Engineering Horizons Bursaries for undergraduate students and for apprentices. To review the winners’ annual reports and agree the appropriate actions.

Responsibilities

(a) Panel members should familiarise themselves with the criteria for Engineering Horizons Bursaries.

(b) To assess and score all applications for IET Engineering Horizons Bursaries.

(c) To review all reports submitted by the winners on an annual basis and make decisions on the continuation of the bursary.

(d) The Chair shall represent the Panel on, and report to, the Awards and Scholarships Committee.

(e) The Panel will review the criteria and prize value of the awards every five years and make recommendations for any changes to the Awards and Scholarships Committee.

Constitution

1. An appointed Chair.
2. The Chair shall appoint a Vice Chair. This will be a member who will stand in to approve decisions where the Chair is absent. The Vice Chair would not necessarily become the Chair.
3. Approximately eight members who should be members of the IET. All members should be Students, apprentices in the category of Associate, Members, Fellows or Honorary Fellows and all members to be of suitable standing to have public credibility in making the decisions required.
4. The Panel should include at least one member who is a technician and one Young Professional. Members may meet more than one requirement.
5. Chairs and Panel Members will be appointed by the Awards and Scholarships Committee with advice from senior staff.

Meetings

1. The Panel will conduct all assessment and scoring of applications and annual reports online. Training will be given in the online assessment system used by the IET, as requested.
2. A teleconference will be held prior to the assessment and scoring for the benefit of new Panel members, if required.

Quorum

The quorum will be five Panel members.
Notes

The normal period of service for an elected or appointed member of any board, committee or panel 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.
IET POSTGRADUATE AND TRAVEL AWARDS PANEL

Terms of Reference

Purpose

To assess and score applications for the IET’s Postgraduate Awards and Travel Awards.

Responsibilities

(a) Panel members should familiarise themselves with the criteria for Postgraduate Awards and Travel Awards.

(b) To assess and score all applications for IET Postgraduate Awards. There is one round each year.

(c) Each year, three members of the Panel will conduct interviews of shortlisted candidates for IET Postgraduate Awards. The shortlist is usually 8 candidates.

(d) To assess and score all applications for IET Travel Awards. Currently there are six rounds per year.

(e) To review all reports submitted by the Travel Award winners on an annual basis.

(f) The Chair shall represent the Panel on, and report to, the Awards and Scholarships Committee.

(g) The Panel will review the criteria and prize value of the awards every five years and make recommendations for any changes to the Awards and Scholarships Committee.

Constitution

1. An appointed Chair.
2. The Chair shall appoint a Vice Chair. This will be a member who will stand in to approve decisions of the Panel where the Chair is absent. The Vice Chair would not necessarily become the Chair.
3. Approximately eight members who should be members of the IET. All members should be Members, Fellows or Honorary Fellows and all members to be of suitable standing to have public credibility in making the decisions required.
4. The Panel should include at least one Young Professional.
5. The first Panel will be appointed by the Awards and Scholarships Committee Chair with advice from senior staff.
6. Subsequent Chairs and Panel Members will be appointed by the Awards and Scholarships Committee with advice from senior staff.

Meetings

1. The Panel will conduct all assessment and scoring of applications and review the annual reports online. Training will be given in the online assessment system used by the IET, as requested.
2. Three Panel members will conduct one day of shortlisting interviews each year.
Quorum

The quorum will be five Panel members.

Notes

The normal period of service for an elected or appointed member of any board, committee or panel 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.