15 July 2026

Institution of Engineering and Technology

REGULATIONS – TERMS OF REFERENCE OF BOARDS AND COMMITTEES

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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 and Risk Process Committee
Finance and Investment Committee
Remuneration Committee
Nominations and Succession Committee
Policy Oversight Committee
Disciplinary Board

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 and Risk Process 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 their 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:

> 79. 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.

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

81. 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.

82. 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.

83. Groupings of members, based on territory, knowledge or special interest may be established or disestablished. These groupings shall be established, constituted or disestablished, 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 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.

10. The Bye-laws which describe the Board of Trustees and the election and appointment of Trustees apply mutadis mutandis to the Boards and Committees. The members of Boards or Committees are members of the IET, unless allowed otherwise by the terms of reference. Employees of the IET may not be members of Boards or Committees, unless allowed otherwise by the terms of reference.

Confidentiality of Board and Committee Papers

11. 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.

12. 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.

13. 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 Interim Knowledge Solutions and Membership 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 Interim Knowledge Solutions and Membership 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.

14. 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;
- Information considered confidential to a third party relationship, or which could be used externally to create legal challenge, reputational risk or commercial advantage;
- 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.

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

16. 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 13 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.

Agenda and Minutes

17. Unless specified otherwise in the terms of reference, the Agenda and supporting papers for a meeting should be distributed at least one clear week before the date of the meeting. Minutes should be issued within two weeks of the meeting to which they refer.

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

56. The Board shall consist of:

    the President;
    two Deputy-Presidents;
    six Vice-Presidents;
    six ordinary members;
    the Past President (subject to Bye-law 66):
    of whom at least two Trustees must be aged less than 36 years at the commencement of their period of office and, if such persons are not also resident outside the United Kingdom, at least one other Trustee shall be resident outside the United Kingdom at such time; and
    any person(s) co-opted to the Board pursuant to Bye-law 67.

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

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

59. 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.

60. 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

76. 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.

77. 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.

78. 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 56-60, 76-78.

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 major 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.

AUDIT AND RISK PROCESS 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 approve external audit fees, 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.

(e) To review and advise on 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 and advise on the adequacy and security of the IET's procedures for its employees and contractors to raise concerns, in confidence, about possible wrongdoing in financial reporting and other matters. The Committee shall ensure that these arrangements allow proportionate and independent investigation of such matters and follow up action.

(j) To review and advise on 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 advise on the IET's procedures for detecting fraud.

(l) To review and advise on the IET's procedures for the prevention of bribery.

(m) To review and advise on the remit of the risk management function and ensure that it is adequately resourced and has appropriate standing within the IET.

(n) 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 financial control, financial reporting and risk management 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.

(o) 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).

(p) To oversee and advise the Board of Trustees on the current risk exposures of the IET.

(q) To review and advise on the IET's capability to identify and manage new risk types.

(r) To review and advise on reports on any material breaches of risk limits and the adequacy of proposed action.

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

(t) To be the primary interface on behalf of the IET with the Charity Commission on any investigation or enquiry into IET's financial affairs.

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

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

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

(x) To report to the Board of 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 and Risk Process Committee, at the request of the Board of Trustees.

(k) Report to the Board of Trustees.

NOMINATIONS AND SUCCESSION COMMITTEE

Terms of Reference

Purpose

1. To make recommendations to the Board of Trustees for suitable candidates for election or appointment to positions on Boards and Committees, seeking to achieve a balance of skills, demographics, diversity, sectoral knowledge and international membership. To provide a robust and transparent process that is open and attractive to candidates.

2. To manage the lists of potential candidates for current and future positions.

3. To monitor nomination and election processes.

4. To make recommendations for honours and awards.

Terms of Reference

(a) To ensure the effectiveness of 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 to meet the needs of the Board of Trustees, Main Boards, Committees and Council for skills, experience and diversity, taking account of the diversity and characteristics of the membership, including but not limited to geographical location, age, gender, employment, sector and interests.

(c) To make recommendations to the Board of Trustees for the appointment of Trustees and the nomination of candidates for the election of Trustees.

(d) To make recommendations to the Board of Trustees, for the appointment of the Chairs and members of the Main Boards and the Committees reporting to the Board and Council and the nomination of candidates for the election of members of the Main Boards and the Committees reporting to the Board and Council.

(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 governance positions that do not fall within its remit, eg for elected positions on the Main Boards and Council.

(i) To manage the lists of potential candidates with appropriate skills, experience and personal characteristics, in conjunction with Board and Committee Chairs, and to ensure that a wide selection of potential candidates are identified.

(j) To maintain succession plans for key positions.

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

(l) 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.

(m) 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.

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

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

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

(q) To report to the Board of Trustees.

Reporting

5. The Committee will publish an annual report on its work. The report will include information as to how the Committee has fulfilled its obligations as specified in its Terms of Reference and the Bye-laws and Regulations and how it has performed against its own targets. The work of the Committee may be reviewed through the internal audit programme which is considered and monitored by the Audit and Risk Process Committee.

POLICY OVERSIGHT COMMITTEE

Terms of Reference

Purpose

(a) To support the IET role and ambitions in the advancement of science, engineering and technology through its focus on evidence-based thought leadership and policy.

(b) To ensure cross-sector working with key stakeholders from industry and academia to gather evidence and insight to influence government and policymakers.

(c) To provide independent and timely advice and evidence to inform the IET's key stakeholders; government, industry and academia and society.

(d) To increase the IET's influence over government policy on matters to do with engineering and technology and establish a strong identity as a trusted authority.

(e) To assure the Board of Trustees that the focus of the Policy Centres remains relevant to the Institution's strategy.

(f) To advise the Board of Trustees on the establishment of parameters for IET government and public policy work.

Scope and Duties

(a) Support the development of an overall model of delivery of IET policy outputs and engagement with policymakers including the overall governance of the policy work. This should allow agile expert response to a rapidly changing environment.

(b) Work with the Policy Centre Chairs to ensure a programme of coordinated and cross-sector topics aligned to the IET's strategy across the portfolio where the timing and market awareness allows this to happen.

(c) Ensure work is aligned with other areas of the IET, including, but not limited to, Technical Networks, Codes and Guidance, Strategy and Planning, and the Publishing and Journals team to ensure the IET is maximising the impact of it strategically aligned work.

(d) Provide regular updates and reports as required to help staff demonstrate the IET's impact in key policy areas and keep the Main Boards up to date with policy work.

(e) Ensure spokespeople, who can speak on behalf of the IET, are in place for key policy areas and are able to participate in media interviews, as keynote speakers, or be approached for interviews.

(f) To supervise the Policy Centres and approve the appointment of the Chairs and members.

(g) To make recommendations to the Board of Trustees on the establishment, constitution, or disestablishment of Policy Centres, and other policy-focused groupings of members as required to fulfil the parameters of the IET's government and public policy work.

(h) To oversee the IET's Policy Community of Experts engagement in policy work, empowering the Policy Centres to undertake policy activities with the communities.

(i) Approving annual plans for each Policy Centre in consultation with the Policy Community of Experts.

(j) To report to the Board of Trustees.

REMUNERATION COMMITTEE

Terms of Reference

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 Chair 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.

(a) 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.

(b) To annually review executive staff succession on behalf of the Board of Trustees and to receive an update on the talent management and succession process within the IET.

DISCIPLINARY COMMITTEE

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 and, in doing so, the Board shall have due regard to the guidance published by the Engineering Council or a successor regulatory body. All members shall comply with and co-operate with the disciplinary procedure set out in Regulations made under this Bye-law; which shall provide for a hearing which complies with the law of natural justice before a panel of members who have no conflict of interest. The member who is the subject of an alleged breach shall be entitled to be represented, have the opportunity to cross-examine witnesses and to call witnesses, and have the right to appeal to an independent tribunal established under Regulations made by the Board. A member who is found to have engaged in improper conduct may be expelled from the IET, suspended from membership of the IET for any period, or subjected to such other sanction(s) as the Board may identify in Regulations made under Bye-law 33. The Board may impose other sanctions. Should such expulsion or suspension result in termination of registration, an appeal may be made to the appropriate regulatory or registering body on such grounds as that body permits.

Extract from the Disciplinary Regulations

Preliminary Investigation Committee

5.1 The Preliminary Investigation Committee shall be appointed by the Board of Trustees and shall comprise not more than 15 members. Members of the Preliminary Investigation Committee shall hold office for three years, which term may be renewed for one further term of three years.

Preliminary Investigation Panel

5.2 When referring a complaint to a Preliminary Investigation Panel, the Complaint Secretary will convene a Preliminary Investigation Panel of three individuals drawn from the Preliminary Investigation Committee.

5.3 When convening the Preliminary Investigation Panel, the Complaint Secretary will inform proposed members of the Preliminary Investigation Panel of the identity of the member and the complainant in order that the proposed members of the Preliminary Investigation Panel can consider whether there are any conflicts of interest affecting their eligibility to be on the Preliminary Investigation Panel.

Disciplinary Committee

9.1 A Disciplinary Committee shall be appointed by the Board of Trustees and shall comprise not more than 15 individuals. Members of the Disciplinary Committee shall hold office for three years, which term may be renewed for one further term of three years. The Board of Trustees shall appoint a Chair and a Deputy Chair of the Disciplinary Committee from the members of the Disciplinary Committee. The Deputy Chair will deputise for the Chair when the Chair is not available.

Disciplinary Panel

9.2 The Complaint Secretary will convene a Disciplinary Panel of three individuals drawn from the Disciplinary Committee. No person who was a member of the Preliminary Investigation Panel may be a member of the Disciplinary Panel. The Chair of the Disciplinary Committee will identify a Chair of the Disciplinary Panel.

9.3 When convening the Disciplinary Panel, the Complaint Secretary will inform proposed members of the Disciplinary Panel of the identity of the member and any relevant witnesses in order that the proposed members of the Disciplinary Panel can consider whether there are any conflicts of interest affecting their eligibility to be on the Disciplinary Panel.

9.4 Any meeting or hearing of the Disciplinary Panel may take place through any mode of simultaneous communication including telephone and/or video conferencing provided that each person at the meeting or hearing is able to hear every other person.

Independent Reviewer and Appeal Panel

18.1 When called upon to select an Independent Reviewer or convene an Appeal Panel, the Complaint Secretary will:

18.1.1 In respect of an Independent Reviewer, contact at least one other Professional Engineering Institution (or barristers' chambers) to ask its President (or head of chambers) to nominate at least two individuals suitable to be the Independent Reviewer. The individuals nominated will form the pool of persons described in paragraph **Error! Reference source not found.** [of the Disciplinary Regulations].

18.1.2 In respect of an Appeal Panel, contact at least three other Professional Engineering Institutions to ask their President to nominate at least two individuals suitable to be on an Appeal Panel. The nominated individuals will form the pool of persons. The Complaint Secretary will select three individuals from the pool of persons to form the Appeal Panel. The Complaint Secretary will identify one of the three to be the Chair of the Appeal Panel.

18.2 When appointing the Independent Reviewer or convening the Appeal Panel, the Complaint Secretary will inform the selected individuals of the identity of the member and any relevant witnesses in order that the proposed Independent Reviewer or members of the Appeal Panel (as applicable) can consider whether there are any conflicts of interest affecting their eligibility to act in the role.

18.3 Any meeting or hearing of the Appeal Panel may take place through any mode of simultaneous communication including telephone and/or video conferencing provided that each person at the meeting or hearing is able to hear every other person.

COUNCIL

(Revised 3 November 2016)

Purpose

1. These Council Regulations relate to the membership, management and business conduct of the IET Council. Terms used but not defined in this Regulation shall bear the same respective meanings as in the Bye-laws unless the context requires otherwise.

Royal Charter and Bye-laws

2. The terms of reference of Council are stated in the Royal Charter and Bye-laws – predominantly Charter Article 9A and Bye-law 91. The Council Regulations are subordinate to the Royal Charter and Bye-laws.

Changes to Council Regulations

3. Changes to the Council Regulations may be made by a simple majority vote at a Council meeting and approval by the Board. Changes can also be made by a resolution passed at a General Meeting.

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

Approval of Council Regulations

5. The Council Regulations were proposed by the Council on 17 May 2007 and approved by the Board on 11 June 2007. Amendments were approved by the Board on 9 June 2008, 1 October 2012, 9 March 2015, 7 September 2015, by a Special General Meeting on 11 February 2016 and by the Board on 3 November 2016.

Purpose of IET Council

6. The role and responsibility of Council are defined in Charter clause 9A and Bye-law 91. Its relationship with the Board is defined in Bye-laws 92-93.

7. 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 IET's Annual General Meeting.

8. Council will monitor the governance of the IET and will determine the most appropriate method of undertaking such monitoring, using external assistance if reasonably required. In the spirit of continuous improvement, Council should engage with the Board in establishing the methodology for review and it may seek clarification on issues from the Board.

Composition

9. Council will comprise 27 Ordinary Members and the President.

10. The term of office will be three years and one third of members will retire each year. Two-thirds of the Ordinary Members will be elected by the membership of the IET and one-third of the Ordinary Members will be appointed by the Board from amongst the members

of the IET to support the skills base needed by Council and to reflect, to the extent practicable, a broad representation of the profession and its interests. Of the members of Council to retire each year, one third shall be those appointed by the Board and two thirds shall be those elected by the membership of the IET. Those members of Council to retire shall be those who were not re-elected or reappointed to Council for one of the preceding two sessions.

11. Council shall include either:

    (a) at least three Ordinary Members aged less than 36 years at the commencement of their period of office who are resident in the United Kingdom and at least three Ordinary Members who are resident outside the United Kingdom; or
    (b) at least two Ordinary Members aged less than 36 years at the commencement of their term of office who are resident in the United Kingdom and at least three Ordinary Members who are resident outside the United Kingdom one of whom must be aged less than 36 years at the commencement of their period term of office; or
    (c) at least one Ordinary Member aged less than 36 years at the commencement of their period of office who is resident in the United Kingdom and at least 3 Ordinary Members who are resident outside the United Kingdom of whom at least two must be aged under the age of less than 36 years at the commencement of their period term of office; or
    (d) at least 3 Ordinary Members who are resident outside the United Kingdom each of whom is aged less than 36 years at the commencement of their period of office.

12. An Ordinary Member shall be eligible for re-election or re-appointment for subsequent terms. No person shall be elected or appointed to the office of Ordinary Member more than twice when aged less than 36 years, and no person shall be elected or appointed to the office of Ordinary Member more than twice when aged 36 years or over. No person shall hold the office of Ordinary Member for more than twelve years in total.

Number	Position
18	Ordinary Members (elected)
9	Ordinary Members (appointed)
1	the President

13. Membership of Council is open to all categories of IET membership. With the exception of the President, a serving Trustee cannot be a member of Council.

14. Save for the President, all other Trustees and Main Board members (who are not Council members) shall be entitled to attend and speak at (but not vote at) meetings of Council.

Election to Council

15. The election of Ordinary Members of Council shall follow the procedure set out for the election of members made under Regulation 16. Membership is open to all categories of IET member. Nominations of members of Council can be made and supported by all categories of IET member. The Board can also nominate candidates for election to Council.

16. Subject to Regulation 15, the election process for those positions on Council which are to be filled by elections shall be in accordance with Regulations made for the purpose from time to time.

17. Any casual vacancy that arises on Council shall be filled by appointment made by the Board following consultation by the Board with the Main Board of which the relevant Council member was a member.

Council Chair

18. The Chair and Deputy Chair of Council will be elected by simple majority vote by the members of Council from their own number. Each will be in post for one year, but the incumbent may stand for re-election for the following year. No Chair or Deputy Chair shall hold their respective office for more than 2 years in succession. The nomination and ballot exercise will be performed before the end of each session of Council. In the absence of the Chair or Deputy Chair of Council, a meeting of Council will be chaired by one of its number elected at that meeting.

Council Meetings

19. The frequency and conduct of Council meetings shall be as decided by the Council from time to time. Council will meet at least three times per year. Where practicable, meetings will be held in the same place and on the same date (but not at the same time) as meetings of the Board.

20. Any member of the Council may validly participate in a meeting of the Council through telephone conference or similar form of communication equipment provided that all persons participating in the meeting are able to hear and speak to each other throughout such meeting. A person so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in a quorum and be entitled to vote. All business transacted in such manner by the Council shall for the purpose of these Council Regulations be deemed to be validly and effectively transacted at a meeting of Council notwithstanding that a quorum of members of Council is not physically present in the same place. If the members of Council cannot or do not decide upon where such a meeting shall be deemed to take place, then it shall be where the chair of the meeting then is located.

21. The Agenda for Council meetings will be set by the Council Agenda Team (CAT) consisting of the Chair, the Deputy Chair and two members of Council selected by Council for this purpose to reflect the wishes of Council.

Quorum

22. The quorum is more than half the Council membership.

Main Boards

23. The Ordinary Members of Council will comprise the Ordinary Members of the Main Boards, divided equally (to the extent reasonably possible) between each of the Main Boards. Each Ordinary Member of Council will serve a three-year term as an Ordinary Member of one of the Main Boards.

24. The Ordinary Members of Council are the Ordinary Members of the three Main Boards, being (as at the date of approval of these Council Regulations) the Interim Knowledge Solutions and Membership Board, Equity, Diversity and Inclusion Board and the Volunteer Engagement Board. The Board may delegate powers to a Main Board individually in accordance with Bye-law 79 and those powers rest with the relevant Main Board and not Council as a whole. In the event that the number of Main Boards changes after the date of approval of these Council Regulations, the Board shall make such amendments to the number of Ordinary Members of Council who sit on each Main Board as are reasonable

to reflect the number of Main Boards then in existence, but always reflecting the principle that that the members of Council shall be split equally between the Main Boards.

25. If a member of Council resigns or is deemed to have resigned from a Main Board under the terms of reference of such Main Board, such member of Council shall also be deemed to have resigned from Council at the same time.

Meeting Attendance

26. 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 without cause (as determined by Council (acting reasonably)) will be deemed to have resigned from Council.

Voting at Council Meetings

27. Decisions of Council shall be made by simple majority vote of those present at the relevant meeting and entitled to vote. For the avoidance of doubt, if a simple majority is not achieved, then the relevant motion shall not have been passed.

Output from Council Meetings

28. Council will report to the Board. Minutes will be placed on the IET website and be accessible in the IET Library.

Committees of Council

29. Council may delegate any of their powers to any committee consisting of one or more members of Council. Any such delegation may be made subject to any conditions Council may impose, and either collaterally with or to the exclusion of their own powers and may be revoked or altered. Subject to any such conditions, the proceedings of a committee with two or more members shall be governed by these Council Regulations regulating the proceedings of Council so far as they are capable of applying.

30. Until the Effective Date, the provisions of the Council Regulations of the Institution in force immediately prior to the coming into force of these Council Regulations (the “Old Regulations”) shall be deemed to form part of these Council Regulations save that, in the case of any inconsistency between the Old Regulations and these Council Regulations, the Old Regulations shall prevail, except for any provisions governing elections for or appointments to positions on Council commencing on or after the Effective Date, in which case the provisions of these Council Regulations shall prevail. In the case of any ambiguity in the interpretation of this Council Regulation, the Council shall make the final determination.

EQUITY, DIVERSITY AND INCLUSION BOARD

Terms of Reference

1. Purpose

The purpose of the Equity, Diversity and Inclusion Board is:

(a) to be responsible to the Board of Trustees for the planning and implementation of the IET's Equity, Diversity and Inclusion strategy in terms of its membership, volunteers, and within the wider engineering and technology sector;

(b) to provide assurance to the Board of Trustees concerning the effective delivery of strategic programmes as delegated by the Board of Trustees;

(c) to monitor performance of strategic programmes as delegated by the Board of Trustees.

2. Terms of Reference

The Board shall:

Strategic Advice and Support

(a) support and guide the delivery of the Equity, Diversity and Inclusion strategy in terms of its membership, volunteers, activities, and within the wider engineering and technology sector;
(b) review the Equity, Diversity and Inclusion strategy on an annual basis and make recommendations to the Board of Trustees;
(c) support Equity, Diversity and Inclusion strategic direction and context within the Strategy;
(d) promote understanding of Equity, Diversity and Inclusion to members, volunteers, and the wider engineering and technology sector;
(e) endorse the IET's Equity, Diversity and Inclusion work and act as Equity, Diversity and Inclusion advocates where appropriate;
(f) to contribute to and collaborate with other Main Boards to ensure Equity, Diversity and Inclusion is established and maintained as a foundation within the IET;
(g) to enable the IET to realise its full potential to advance Equity, Diversity and Inclusion.

Supporting the Effective and Efficient Delivery of the IET Plan

(h) to ensure the Equity, Diversity and Inclusion strategy contributes and enhances the wider IET long-term plan and strategy;
(i) receive and review Equity, Diversity and Inclusion reports;
(j) identify new opportunities to improve performance in relation to Equity, Diversity and Inclusion for members, volunteers and the wider engineering and technology community;
(k) keep under review the portfolio of Equity, Diversity and Inclusion activities to ensure that they are continuing to meet needs;
(l) provide input during the creation of the IET Plan, identifying requirements for new initiatives, and the adjustment or cessation of activities;
(m) provide assurance to the Board of Trustees that the final draft IET Plan is aligned to its longer range strategic objectives and that it has had the appropriate opportunity to input to the planning process;
(n) support the promotion of IET Equity, Diversity and Inclusion events and campaigns;
(o) establish and support any Committees, which are deemed relevant to be created for the advancement of Equity, Diversity and Inclusion activities to support the IET Plan;

(p) receive the Minutes of any Committees that report to the Board, note the decisions taken by these Committees and, if necessary, report to the Board of Trustees any decisions that require its attention.

Stewardship, Assurance and Risk Management

(q) ensure that supporting governance and other groups are co-ordinated, guided, monitored and well-motivated to deliver the IET Plan;
(r) monitor performance in relation to Equity, Diversity and Inclusion using KPIs, such as membership data, volunteer data and any other data as appropriate, and ensure that progress is being made;
(s) provide advice on longer range issues that might impact the effective and efficient delivery of the IET Plan and identify mitigations;
(t) in respect of those risks, the management of which has been delegated to the Board, operate a risk management process and, in respect of the IET's Equity, Diversity and Inclusion activities, identify and respond to other major and material risks to the IET's 'licence to operate' and its capability to deliver its long-term objectives.
(u) provide a process to ensure that Equity, Diversity and Inclusion activity, irrespective of where it is delivered, complies with the strategy and IET Plan.
(v) act as role models for inclusive behaviour.

Stakeholder Management

(w) operate a process to identify and manage all key stakeholders;
(x) identify key issues and create plans to engage members and other stakeholders both pro-actively and in response to their needs and expectations;
(y) ensure that IET products, services, processes and activities are inclusive;
(z) liaise with other Main Boards.

YOUNG PROFESSIONALS COMMITTEE

Terms of Reference

1. Purpose

The purpose of the Young Professionals Committee (YPC) is to be the voice of Young Professionals (YPs) within the IET and work with them to help the IET achieve its overall aims and objectives.

2. 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.

3. Objectives

- Ensure YPs are contributing to the IET's wider strategy.
- Ensure YPs understand and experience the value of being involved with the IET.
- Facilitate YPs to have the opportunity to share knowledge and experience.
- Raise profile and awareness of Young Professionals within the IET and the wider engineering community.
- Drive the delivery of key YP projects and initiatives.
- Report to the Equity, Diversity and Inclusion Board.

The YPC 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 reputation of IET YPs within the IET and the wider engineering community
- Motivate, inspire and support active YPs globally 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 for future YPC member recruitment.
- 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 any YP-led projects or initiatives.
- Review the terms of reference annually to ensure the YPC continues to operate in an agile way, delivering the greatest value possible to the IET.
- Act as role models for all YP volunteers, especially focusing on the YP Ambassador volunteer community to inspire them and encourage them to maximise their volunteering efforts.

INTERIM KNOWLEDGE SOLUTIONS AND MEMBERSHIP BOARD

Terms of Reference

1. Purpose

The purpose of the Interim Knowledge Solutions and Membership Board is:

(a) to be responsible to the Board of Trustees for working with staff colleagues to ensure all IET products and services deliver the charitable objectives of the IET, are attractive to our members and customer sand support financial sustainability;
(b) to provide assurance to the Board of Trustees concerning the effective and efficient delivery of the IET's products and services; and
(c) to monitor and challenge performance of IET's products and services as delegated by the Board of Trustees.

2. Terms of Reference

The Board shall:

Strategic Advice and Support

(a) oversee the execution of the IET Strategy in respect of product development, delivery and contribution.
(b) recommend changes alongside the IET staff team to the IET's product portfolio strategic direction, including advising the Board of Trustees regarding the setting of subscription fees.
(c) support the development and enhancement of the IET's strategy.
(d) look beyond the period of the current year and provide advice that will enable the IET to maintain its position as a world class provider of membership, professional development and knowledge solutions.
(e) ensure the work of the Knowledge Services and Solutions Directorate is aligned and working collaboratively with other areas of the IET.

Stewardship, Assurance and Risk Management

(f) ensure that supporting governance and other groups are co-ordinated, guided, monitored and well-motivated to deliver the IET Plan.
(g) monitor performance of strategic programmes as delegated by the Board of Trustees.
(h) provide advice on longer range issues that might impact the effective and efficient delivery of the IET Plan and identify mitigations.
(i) ensure that the IET meets any regulatory requirements for the award of professional registration qualifications or assurance programmes.
(j) ensure that effective risk management plans are in place for those risks the management of which has been delegated to the Board, in accordance with the IET's risk management process, and identify and respond to other significant major and material risks to the IET's 'licence to operatre' and its capability to deliver its long-term objectives.

Stakeholder Management

(k) oversee a process to identify and manage all key stakeholders.
(l) 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.
(m) liaise with other Main Boards as required.

Reporting

(n) provide periodic written and/or oral progress reports and assurances to the Board of Trustees;

(o) notify the Board of Trustees immediately of emerging risks or issues that might adversely impact on the delivery of the strategy or IET Plan are identified.

PHILANTHROPIC OPERATIONAL COMMITTEE

Part A: Committee-Specific Provisions

1. Purpose

The Philanthropic Operational Committee provides strategic oversight and governance of all philanthropic activities, ensuring they are supported by current and historic fundraising and related sponsorship, bequests or donations to the IET. It is accountable for ensuring that philanthropic income and use of funds are consistent with donor conditions and aligned with the IET's charitable mission and strategic priorities to deliver measurable impact for the engineering community and wider society.

2. Responsibilities

The Philanthropic Operational Committee will:

a. Maintain an understanding of IET funds held and income and expenditure related to philanthropy, legacies, and other gifts and donations.
b. Have oversight of the deployment of the IET's Restricted Funds, donations and legacies in accordance with any conditions applied by donors, bequests or objectives agreed by the IET.
c. Where discretion exists, make recommendations and consider requests from appropriate committees and panels on the allocation of restricted and unrestricted donor funds to programmes and initiatives that deliver maximum impact to our benefactors and society.
d. Have oversight of the development, implementation and review of the IET's philanthropic strategy in alignment with IET strategic objectives.
e. Ensure philanthropic funds are being used to support strategic development and activities aligned to the IET's charitable objects, while ensuring there is effective use of resources to deliver activities.

3. Key knowledge & stakeholders

Fundraising is Regulated by the Fundraising Regulator which publishes a Code of Practice with which Philanthropic Operational Committee members should be familiar. IET funds may be deployed across a range of activities which align to its charitable objects including, but not restricted to, scholarships, awards, prizes, research grants and educational activities. Expertise and experience of these areas are beneficial, as is experience of judging and ranking applications. The Philanthropic Operational Committee will work with three specific stakeholder groups:

(a) Current and future donors – the Committee will ensure philanthropic activities are clearly aligned to the expectations set out by donors. The Philanthropic Operational Committee will advocate and have oversight of the IET's philanthropic ambassadors, identifying and cultivating relations with potential donors.
(b) Awards and Scholarships – the Philanthropic Operational Committee will receive financial reports from relevant operational Award Panels which utilise IET Trust Funds, bequests and donations, overseen by IET staff and, as requested, provide recommendations to safeguard the integrity of the IET's awards and honours process.
(c) Finance and Investment Committee – The Philanthropic Operational Committee will make recommendations to the Finance and Investment Committee regarding the expenditure of funds, based on any donor restrictions and expectations on the period of deployment of those funds.

4. Delegated Authority

The Board of Trustees delegates authority to the Philanthropic Operational Committee to:

(a) Monitor the performance, balance and use of philanthropic funds and determine how those funds are allocated and spent, within their agreed purposes, restrictions, budgets and Board-approved strategy.

(b) Approve the expenditure of restricted and unrestricted IET Trust Funds against IET awards, scholarships, prizes and other philanthropic grants and keep these under periodic review.

(c) Recommend to the Board the creation, variation or closure of philanthropic funds and acceptance of donor-restricted or named philanthropic gifts that may have strategic or reputational implications.

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.

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 Interim Knowledge Solutions and Membership Board on the quality assurance of the 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 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.

The QAC shall fulfil the following duties:

(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:

[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 External Engagement and reported to the Engineering Council by Membership and Prodessional Development staff as part of the IET's Annual Self-Assessment Report. As such, this activity is outside the scope of the Quality Assurance Committee.

- 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.

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 Interim Knowledge Solutions and Membership 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 Higher Education 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.
(h) Approval of apprenticeship schemes and qualifications.

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 and approval 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 equity and diversity policy in respect to registration;
(k) monitor, document and manage risk pertinent to its operation;
(l) reporting to the British Computer Society in respect of CITP Appeals;
(m) 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;
(n) reporting to the Interim Knowledge Solutions and Membership Board.

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

ACADEMIC ACCREDITATION COMMITTEE

Terms of Reference

Purpose

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

Scope

This body has been delegated by the Interim Knowledge Solutions and Membership 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.

FELLOWSHIP POLICY COMMITTEE

Terms of Reference

1. Purpose

1.1. To set the policy for the award of Fellow of the IET (FIET) and to oversee the operational aspects of such awards on behalf of the Registration and Standards Committee (R&SC).

1.2. To set the policy for the promotion of Fellow of the IET.

1.3. To set the policy for the engagement with Fellows as ambassadors and volunteers for the IET.

2. Scope

2.1. Policy, strategy, operations and promotion for the award of FIET.

2.2. The engagement of Fellows and potential Fellows as ambassadors and volunteers for the IET.

2.3. The support of Fellows acting on behalf of the IET.

3. Responsibilities

3.1. The Fellowship Policy Committee is responsible for:

(a) the award of FIET;

(b) defining and upholding the standards for the award of FIET;

(c) developing case law and setting precedents to assist the assessment process;

(d) integrating the volunteer activities with those relating to Registration, in particular processes and training for assessors, interviewers and advisors;

(e) advising on guidance for applicants;

(f) advising on the development and use of tools and methods to improve the Fellow experience for applicants;

(g) implementing the IET's equity and diversity policy in respect to Fellows together with meeting any other legal requirements that may arise from time to time;

(h) defining and implementing the Fellows appeals process;

(i) advising on and implementing strategic future plans for the promotion of Fellows of the IET;

(j) reporting to the Registration and Standards Committee on such Policy and operational issues that arise.

PROFESSIONAL DEVELOPMENT OPERATIONS COMMITTEE

Terms of Reference

Purpose

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

Scope

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

Responsibilities

Appoint 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 forum to make or ratify accreditation or approval decisions outside of Committee;

Report to the Registration and Standards Committee.

WIRING REGULATIONS POLICY COMMITTEE

Terms of Reference

Objectives

(a) To provide a forum for IET members involved in the electrotechnical sector.
(b) To form a consensus view on particular technical and policy matters.
(c) To form the official IET view on JPEL/64 and JPEL/18 matters.
(d) To advise Her Majesty's Government on matters relating to the regulation of the electrical installation sector.
(e) To form official IET policy on matters relating to the electrical installation sector.

Tasks

(a) To report to the Knowledge Services and Solutions Board, through the Chair or the Technical Regulations Manager.
(b) To advise the IET on technical and policy issues relating to BS 7671 (fixed electrical installations) and BS 8450 (installations of ships and offshore and on related matters).
(c) To provide advice on policy issues when the IET is asked to consult on Government proposals relating to these issues.
(d) To develop official IET policy for matters relating to the electrical installation sector.
(e) To give consideration to the quality of the standards developed.

VOLUNTEER ENGAGEMENT BOARD

Terms of Reference

1. Purpose

The purpose of the Volunteer Engagement Board is:

(a) to be responsible to the Board of Trustees for the planning and implementation of the IET's volunteering vision;

(b) to ensure there are sufficient volunteers, with appropriate skills and experience, empowered and supported to meet the IET's needs in fulfilling its objects;

(c) to provide assurance to the Board of Trustees concerning the effective delivery of strategic programmes as delegated by the Board of Trustees; and

(d) to monitor performance of strategic programmes as delegated by the Board of Trustees.

2. Terms of Reference

The Board shall:

Strategic Advice and Support

(a) oversee the creation of capability to deliver the volunteering vision;
(b) recommend changes to the IET's volunteer engagement strategic direction;
(c) support the development and enhancement of the volunteering vision.

Supporting the Effective and Efficient Delivery of the IET Plan

(d) provide input during the creation of the IET Plan, identifying requirements for new initiatives, and the adjustment or cessation of activities;
(e) provide 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;
(f) keep under review the portfolio of volunteer engagement products and services to ensure that they are continuing to meet user needs;
(g) ensure volunteers are placed at the heart of the IET, recognising their importance and ambassadorial role in realising IET strategy;
(h) engage with networks and communities of volunteers to keep well informed on the overall volunteering experience and approve proposals for the establishment of communities and networks, monitoring their performance, and, when appropriate, closing them down.
(i) encourage innovation in ways for members to become engaged in volunteering;
(j) co-ordinate cross-organisational initiatives supporting volunteers embedded in operational teams, to deliver a consistent volunteering experience;
(k) promote the advancement of IET one-team working culture, values, behaviours and standards for volunteers;
(l) ensure policies are in place for the safety and compliance of teams delivering IET activities;
(m) benchmark engagement with Professional Engineering Institutions and relevant organisations to monitor good practice.
(n) receive the Minutes of the Committees that report to the Board, note the decisions taken by these Committees and, if necessary, report to the Board of Trustees any decisions that require its attention.

Stewardship, Assurance and Risk Management

(o) recommend to the Board of Trustees the creation and dissolution of governance, community, member and volunteer groups which report through the Board;
(p) monitor performance using KPIs, as defined in the IET Plan, and ensure that progress is being made;
(q) provide 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;
(r) ensure that effective risk management plans are in place for those risks delegated to the Board, in accordance with the IET's risk management process;

Stakeholder Management

(s) operate a process to identify and manage all key stakeholders;
(t) 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;
(u) ensure that the portfolio of volunteer engagement products and services takes full account of the needs of Young Professionals (IET members under the age of 30);;
(v) liaise with other Main Boards.

Reporting

(w) provide written and/or oral progress reports and assurances to the Board of Trustees at least quarterly;
(x) notify the Board of Trustees immediately of emerging risks or issues that might adversely impact on the delivery of the strategy or IET Plan are identified.

COMMUNITIES RESOURCING COMMITTEE

Terms of Reference

Responsible to the Volunteer Engagement Board.

1. Purpose

The Communities Resourcing Committee is the overarching group responsible for leading the work of the IET's volunteer communities around the world, including its Local and Technical Networks. The Communities Resourcing Committee:

(a) facilitates communications between all communities;
(b) ensures that the work the communities do is aligned to the IET's strategy;
(c) allocates resources to the communities;
(d) monitors the communities' performance.

It does this with support from a number of governance teams, as follows:

(e) Communities Committees – five geographic governance teams that cover the world, each responsible for community activity in their region;
(f) Technical Networks Communities Committee – the governance team that leads and represents the interests of the technical networks.

The five regional Communities Committees represent the IET world regions: (1) Americas, (2) Asia Pacific, (3) Europe, Middle East, and Africa, (4) South Asia, (5) United Kingdom.

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

2. Planning and Resourcing

(a) Co-ordinate the planning and resourcing of community activities around the world;
(b) Agree priorities for communities activities with the Volunteer Engagement 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 Local Networks in their region; allocate funding and resources to the Technical Networks Communities Committee to distribute to the Technical 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 guidelines to help support and ensure consistency between communities;
(h) Receive input and advice on community issues from the five Communities Committees and provide input and advice to the Volunteer Engagement Board as appropriate;
(i) Propose changes to IET products and services to the Knowledge Services and Solutions Board, the Interim Knowledge Solutions and Membership Board and the Volunteer Engagement Board as applicable;
(j) Report to the Volunteer Engagement Board;

Supporting Communities Activities

(k) The Communities Resourcing Committee will co-ordinate, guide and support the governance teams 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 Networks);

(iii) Identify required community tools and facilities;

(iv) Make decisions regarding the creation, closure, merger or re-focus of Local Networks, Technical Networks and other formal communities to the Volunteer Engagement Board as deemed necessary, taking into account any recommendations received from the Communities Committees and other communities;

(v) Resolve difficult communities issues, as required.

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 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 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, the Interim Knowledge Solutions and Membership Board and the Volunteer Engagement 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) 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.

(d) 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 members of the Sub-Committee.

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

6. For the 2025-26 session, the normal terms of office will be suspended during a period of transformation. Members will be invited to continue their terms for an additional year and, with the exception of the member elected through the 2025 election round, no further appointments will be made unless the number of members drops below the minimum or additional skills are required. Such additional appointments will be made by co-option through the normal approvals.

7. 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

8. 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:

9. 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) 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."

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

TECHNICAL 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 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 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.

(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 technical 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.

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

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

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

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

(y) 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) Six Ordinary Members with experience of serving on or working closely with a Technical Network, 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.

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

4. 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. For the 2025-26 session, the normal terms of office will be suspended during a period of transformation. Members will be invited to continue their terms for an additional year and, with the exception of the member elected through the 2025 election round, no further appointments will be made unless the number of members drops below the minimum or additional skills are required. Such additional appointments will be made by co-option through the normal approvals.

7. 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

8. 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:

9. 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) 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."

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