

ENGINEERING TECHNOLOGISTS MOBILITY FORUM

**The International Recognition Agreement
For
Engineering Technologists**

CONSTITUTION

As Approved

June 2005

Revised June 2007

Revised June 2009

DEFINITION

For the purposes of this Constitution, and any future Rules and Procedures made under this Constitution, engineering technology academic programs are defined as the programs through which practitioners normally satisfy the academic requirements for the engineering roles currently known amongst the initial signatories as:

- | | |
|---|------------------------|
| • Certified Engineering or Applied Science Technologist | Canada |
| • Associate Member of the Hong Kong Institution of Engineers | Hong Kong China |
| • Associate Engineer | Ireland |
| • Technical Member | New Zealand |
| • Professional Engineering Technologist | South Africa |
| • Incorporated Engineer | United Kingdom |

The term "engineering technologist" is used throughout this Constitution to refer to practitioners engaged in any or all of the above roles.

PREAMBLE

As a result of an agreement by the Sydney Accord signatories to explore mutual recognition for experienced engineering technologists, representatives of the engineering profession in each of the signatories to the Sydney Accord met in Sydney in November 1999 and Thornybush South Africa in June 2001.

The participants in these meetings, having exchanged information on, and made a preliminary assessment of, their respective processes, policies and procedures for granting recognition to experienced engineering technologists, concluded that these were sufficiently comparable to justify further examination. They agreed on the broad principles of a framework which might enable progress towards removing artificial barriers to the free movement and practice of engineering technologists amongst their countries. An agreement was reached on the principles and outline processes by which the substantial equivalence in competence of experienced engineering technologists could be established. This agreement is known as the Engineering Technologist Mobility Forum Memorandum of Understanding (ETMF MOU)

At a meeting held at Thornybush in South Africa in June 2001, the participants agreed to recommend that the organisations which they represented consider becoming signatories to a draft Agreement to establish and maintain an International Register of Engineering Technologists.

At a meeting in Hong Kong China in June 2005, it was further agreed to bring together the Memorandum of Understanding and the Agreement into one document. This Constitution is the result of that consolidation and, as far as possible, uses the same wording as the original documents.

The Constitution was approved at the General Meeting of the ETMF held at Hong Kong China on 16 June 2005 and Schedule 3 of the Constitution; the amended Rules for the International Register Coordinating Committee were approved by that Committee at its meeting held at Hong Kong China on 16 June 2005.

At the General Meeting of the ETMF held at Washington DC, USA on 21 June 2007, a new Schedule 4 was approved, and subsequent Schedules renumbered accordingly. The term 'Executive Committee' was introduced to clearly distinguish the Chair and Deputy Chair of the EMF from the newly appointed

Secretariat, and Clause 6 of the Constitution was expanded to include a formalised appointment procedure for the Chair and Deputy Chair.

At the General meeting of the ETMF held in Kyoto, Japan in 2009, the addition of new schedules 9, 10 and 11 were approved to provide clear instruction on the format of biennial reports, information required for review panel nominations and references made to graduate attributes and professional competencies.

Nothing in this Constitution is intended to limit the rights of any signatory organisation to conclude bilateral or multilateral agreements with any other organisations on different terms from those implied by the requirements for entry to the ETMF International Register of Engineering Technologists.

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1 PURPOSE OF THE ETMF

- 1.1** Through this Constitution, the signatories aim to facilitate cross-border practice by experienced practising engineering technologists by establishing a framework for their recognition based on confidence in the integrity of national assessment systems, secured through continuing mutual inspection and evaluation of those systems.
- 1.2** This Constitution therefore provides a framework within which the appropriate responsible body in an economy may, to the extent it considers appropriate, recognise the substantial equivalence in professional competence and standing of experienced engineering technologists licensed, registered, certified or otherwise deemed eligible for independent practice in another economy within which the signatory organisations have standing.
- 1.3** The signatories note that such registration will only be effective if the responsible bodies in the relevant economies accept the validity of the procedures and criteria through which substantial equivalence is established, and streamline the procedures for granting rights of practice in their economies to registrants applying through this mechanism.
- 1.4** The signatories will therefore use their best endeavours to ensure that responsible bodies in the economies within which they have standing use the International Register as a foundation upon which to streamline procedures to be adopted in dealing with applications by registrants based in the economies concerned.

2 OBJECTIVES OF THE ETMF

- 2.1** The members of the ETMF, as the representatives of the organisations in their respective countries or territories, agree that they will:
 - (1)** develop, monitor, maintain and promote mutually acceptable standards and criteria for facilitating the cross-border mobility of experienced engineering technologists;
 - (2)** identify, and encourage the implementation of, best practice for the preparation and assessment of engineering technologists intending to practice internationally at the professional level;
 - (3)** continue mutual monitoring and information exchange by whatever means are considered most appropriate, including:
 - (a)** regular communication and sharing of information concerning assessment procedures, criteria, systems, manuals, publications and lists of recognised practitioners;
 - (b)** invitations to observe the operation of the procedures of other participants; and
 - (c)** invitations to observe meetings of any boards and/or commissions responsible for implementing key aspects of these procedures, and relevant meetings of the governing bodies of the participants;
 - (4)** establish and maintain a decentralised International Register of Engineering Technologists which would provide a readily accessible framework for the recognition of

experienced practising engineering technologists by the responsible bodies in each of the signatory economies. In particular, such bodies will be encouraged to use the Register as a secure benchmark for arrangements which provide mutual recognition or exemption and/or streamlined access by engineering technologists to licensing, registration or certification in economies other than that in which they first gained recognition;

- (5) seek to gain a greater understanding of the existing barriers to mobility and to develop and promote strategies to help governments and licensing authorities manage those barriers in an effective and non-discriminatory manner;
- (6) encourage the relevant governments and licensing authorities to adopt and implement mutual mobility procedures consistent with the standards and practices recommended by the signatories to such agreements as may be established by and through the ETMF.

3 MEMBERSHIP OF THE ETMF

3.1 Full Members are organisations responsible for registers of those qualified engineering technologists who have been assessed as eligible for independent practice within their own economy, and whose qualifications, as defined in clause 11, are based on academic achievement substantially equivalent to that of a graduate holding an engineering technology qualification accredited by an organisation holding membership of the Sydney Accord, and who have been granted interim or full authorization to maintain a section of the International Register.

3.2 Provisional Members are organisations with or in the course of developing registers of qualified engineering technologists in their own economies who intend to apply to be Full Members of the ETMF. Admission as a Provisional Member does not imply and shall not be used to imply that any part of the organisation's register meets the requirements for Full Membership.

3.3 Observers are representatives of other groups, which have an identity of interest with the ETMF in the mutual recognition of engineering technology qualifications.

3.4 Visitors are organisations interested in the work of the ETMF and who attend for one meeting.

4 ADMISSION OF NEW MEMBERS, OBSERVERS AND VISITORS

4.1 An organisation wishing to be a Provisional Member must be nominated by two Full Members in writing, and will be accepted only upon a positive vote by at least two-thirds of the Full Members at a General Meeting of the ETMF.

4.2 An organisation applying to be a Provisional Member will be required to pay an application fee to the Secretariat of the International Engineering Alliance (IEA) under the terms of the Multi Party Agreement (MPA) of which the ETMF is a signatory.

4.3 Provisional Members accept the same commitment to interaction and exchange as the other Members, and may be represented at all General and Special Meetings. Their representatives will have the right of audience and debate at such meetings, but will not be entitled to vote.

4.4 Visitors may be admitted with the agreement of the Executive Committee, as defined in clause 6.1.

4.5 No organisation, which is already represented on the ETMF by or through an existing Full Member or Provisional Member, is entitled to apply to be a Provisional Member.

5 GENERAL AND SPECIAL MEETINGS OF THE ETMF

- 5.1 A General Meeting of the ETMF shall be held at least once every two years at a time and place selected by the Executive Committee in conjunction with the Secretariat following appropriate consultation with the members and with the office bearers of other similar International Bodies. The Secretariat shall give the Full Members, Provisional Members and Observers, at least six months notice of a General Meeting.
- 5.2 Items for discussion at a General Meeting are to be submitted to the Executive Committee at least three months prior to the meeting, and the agenda and business papers are to be distributed to the members at least two months prior to the meeting. Amendments to the agenda and late submission of supporting documentation may be adopted by a simple majority of Full Members present at the meeting. Consideration and/or finalisation of matters placed on the agenda by the meeting as contemplated above can be suspended and held over for the agenda of the next meeting if a procedural motion to this effect is adopted by a simple majority of Full Members present at the meeting.
- 5.3 Each Full Member, Provisional Member or Observer will endeavour to arrange for at least one representative to attend each General Meeting.
- 5.4 A written report must be submitted by each Full and Provisional Member to the Secretariat at least three months prior to a General Meeting and shall provide information as specified in Schedule 9.
- 5.5 Each participating organisation will be responsible for its own costs.
- 5.6 A Special Meeting must be convened by the Secretariat within three months of receipt of a requisition submitted in writing and signed by three or more Members entitled to vote.

6 CHAIR AND DEPUTY CHAIR

- 6.1 The officer bearers of the ETMF and the International Register Coordinating Committee shall be the Chair and the Deputy Chair, who shall be referred to collectively as the Executive Committee, and who shall be elected from nominations made by Full Member organisations that have a vote on the International Register Coordinating Committee.
- 6.2 The officer bearers act for the ETMF and the International Register Coordinating Committee, and may not simultaneously represent or vote on behalf of any Full Member on any matter. For the avoidance of doubt, officer bearers are not included in the headcount of delegations from their Full Member organisation.
- 6.3 A person nominated must be affiliated with a Full Member organisation and have the support of that organisation.
- 6.4 The Chair and the Deputy Chair will normally come from different Full Member organisations.
- 6.5 Persons affiliated with the same Full Member as the incumbent would not normally be eligible for nomination to that position.
- 6.6 A person may hold office for no more than two terms, each term of two years (defined as the time between biennial general meetings) unless specifically agreed by a majority vote of those

Full Members present at a general meeting. A term is completed at the end of the general meeting at which an election is held.

- 6.7 The Deputy Chair shall undertake the duties of the Chair if the Chair is unavailable for any length of time, or has declared a conflict of interest on any matter, and has temporarily stood down from the Chair whilst that matter is considered.
- 6.8 In the event that the Chair is unable to complete his or her term for any reason, the Deputy Chair shall temporarily hold the position until the next general meeting. Such service shall not be counted against the term of that person in the role of Chair.
- 6.9 In the event that the Deputy Chair is unable to complete his or her term for any reason, the Chair shall decide whether the position may remain vacant (if the remaining part of the term is less than 180 days), or whether to call for nominations, and hold an election using the process for deciding matters under urgency. Service of a person elected under urgency shall not be counted against the term of that person in the role of Deputy Chair.
- 6.10 At least 120 days in advance of a general meeting, the secretariat will send all Full Member organisations the invitation to make nominations for Chair and Deputy Chair positions.
- 6.11 Nominations must be moved and seconded by two different Full Member organisations, and the nomination form signed by the nominee, nominator and seconder must be received by the secretariat prior to the general meeting. The secretariat will distribute the nominations to the Full Member organisations at the general meeting.
- 6.12 Voting will be held by secret ballot during a general meeting, and will be supervised by two independent scrutineers appointed by the general meeting.
- 6.13 In the event that there are more than two candidates and no candidate achieves more than 50% of the votes cast in the ballot, the lowest polling candidate will be eliminated and a further poll held. This process will be repeated as many times as is necessary. In the event of a tie in respect of eliminating a candidate the candidate to be eliminated will be established by the drawing of lots by the scrutineers. In the event of a tie on the last poll the Chair will exercise a casting vote.
- 6.14 If required, elections may be conducted urgently as follows:
 - a. The ballot papers must be distributed to all Full Members in writing
 - b. Each Full Member has 60 days to record its vote. Votes are to be provided directly to the secretariat.
 - c. The secretariat will issue reminders after 30 and 45 days to those Full Members who have not responded
 - d. For the avoidance of doubt, the Executive Committee may require any Full Member to provide a faxed signed confirmation of its vote to validate that vote.
 - e. The secretariat shall be responsible for counting the votes and arranging scrutineering by at least 2 independent persons.
 - f. The Chair must announce the result without undue delay, and the outcome will apply from the date of announcement
 - g. The matter is regarded as ratified by approval of the accuracy of documentation of the decision making process (as if that documentation was minutes of a meeting), by Full Members at the next general meeting of the Engineering Technologists Mobility Forum

7 SECRETARIAT

7.1 The operation of the ETMF and the International Register Coordinating Committee will be facilitated by a Secretariat.

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

8 RULES AND/OR PROCEDURES FOR THE ETMF

8.1 Appropriate Rules and/or Procedures may be established by the Full Members from time to time to ensure that the ETMF can operate in a satisfactory and expeditious manner. Adoption of, or amendment to, such Rules and/or Procedures will proceed only through a positive vote by at least two-thirds of the Members at a General Meeting of the ETMF.

9 CHANGES TO THE CONSTITUTION

9.1 Any Full Member may propose amendments to this Constitution. The adoption of such amendments will proceed only upon the basis of a positive vote by at least two-thirds of the Members at the next succeeding General Meeting of the ETMF, provided that the proposal in question has been received by the Executive Committee at least three months prior to the meeting in question, and disseminated to all Full Member organizations.

10. ANNUAL FEES

10.1 Full and Provisional Members are required to pay an annual fee as determined by the MPA to which the EMF is a participating agreement.

10.2 In the event of non-payment of the annual fee, in terms of the MPA, the Full or Provisional Member will lose their membership of the EMF.

10.3 Reinstatement will require the former Full or Provisional Member to meet requirements laid down by the Executive Committee in conjunction with the Governing Group of the MPA and may include:

- (1) Payment of outstanding fees,
- (2) Payment of an application fee, and
- (3) Completion of the full process as for a new applicant for provisional membership.

11 TERMINATION OF THE ETMF

11.1 The ETMF will remain operative for so long as it is acceptable and desirable to the Members.

11.2 Any Full Member or Provisional Member wishing to withdraw from the ETMF must give at least twelve months' notice to the Executive Committee and Secretariat.

INTERNATIONAL REGISTER COORDINATING COMMITTEE

12 INTERNATIONAL REGISTER OF ENGINEERING TECHNOLOGISTS

12.1 The Full Members agree to create and maintain a decentralised International Register of Engineering Technologists and to grant entry to that Register only to those practitioners who can demonstrate that they have:

- (1) reached an overall level of academic achievement at the point of entry to the register in question which is substantially equivalent to that of a graduate holding an engineering technology degree/diploma/certificate accredited by an organisation holding full membership of and acting in accordance with the terms of the Sydney Accord; and
- (2) gained a minimum of seven years practical experience since graduation; and
- (3) spent at least two years in responsible charge of significant engineering work; and
- (4) been assessed within their own economy as eligible for independent practice; and are registered, licensed or certified as engineering technologists within the relevant economy; and
- (5) maintained their continuing professional development at a satisfactory level.

12.2 The conclusion reached in (1) above does not imply that acceptable academic achievement may be demonstrated only within the context of an accredited engineering technology program, and the signatories will therefore seek, as a matter of urgency, within the framework of the ETMF, to develop verification mechanisms that can be applied to assess the substantial equivalence of academic achievement through the alternative professional development routes that exist, or that are being established, in most jurisdictions:

12.2.1 Within an economy in which engineering technologists would not normally be expected to hold an engineering technology degree/diploma/certificate accredited under the Sydney Accord, practitioners may, in the context of the total assessment package, be considered to have met this standard by the point of entry to the Register when they have:

- (a) completed a structured programme of engineering education which is accredited by a signatory organisation or by an agency authorised by the signatory organisation, which is independent of the education provider, and/or
- (b) completed one or more written examinations set by an authorised body within an economy, provided that the accreditation procedures and criteria and/or the examination standards have been endorsed by all current signatories, or;
- (c) satisfactorily completed an assessment and have been certified/registered/licensed to practise as an Engineering Technologist in the Applicants own economy through competency or outcomes based assessment or any other verification mechanism, within the framework of the ETMF, that can be applied to assess the substantial equivalence of academic achievement through an alternative professional development route.

- 12.3** In developing such verification mechanisms, particular attention should be given to identifying or establishing competency-based or outcomes-based standards to facilitate the recognition of substantial equivalence.
- 12.4** Assessment Statements from signatories that include a competency or outcome based assessment as an alternative route of this kind may be considered for approval by the International Coordinating Committee.
- 12.5** Applicants must agree to be bound by the codes of professional conduct established and enforced by each economy within which they are practising. Such codes normally require that practitioners place the health, safety and welfare of the community above their responsibilities to clients and colleagues, practise only within their fields of competence, and advise their clients if and when additional professional assistance becomes necessary to implement a programme or project.
- 12.6** Applicants must further agree to be held individually accountable for their actions, both through requirements imposed by the licensing, registering or certifying authorities in the economies in which they practise and through legal processes. By applying for registration, applicants authorise the signatory organisations to exchange such personal and other data as may be necessary to ensure that the application of a sanction or penalty in any economy in which an engineering technologist is registered or licensed to practice will be taken into account in deciding upon their continued designation and will be appropriately recorded in the Register.

13 INTERNATIONAL REGISTER COORDINATING COMMITTEE

- 13.1** To ensure consistency in application of the agreed criteria, ultimate authority for entering persons on the International Register will be the responsibility of a committee of the Engineering Technologists Mobility Forum called the International Register Coordinating Committee.
- 13.2** The primary objectives of the International Register Coordinating Committee, herein after referred to as the Coordinating Committee, will be to facilitate the creation and operation of an authoritative decentralised International Register of Engineering Technologists, and to promote acceptance by the bodies responsible for licensing or registration in each economy where signatories have standing that the technical and professional competence of practitioners whose names appear on the International Register is in accordance with the provisions of section 11 above.
- 13.3** To that end, the Coordinating Committee will:
- (1)** ensure that the registration procedures and criteria adopted by each signatory organisation as set out in their approved Assessment Statement are subject to a review and report at intervals of not more than six years;
 - (2)** establish a schedule for the implementation of such reviews and reports, and select review teams from persons nominated by the Full Member organisations, taking all reasonable steps to ensure that none of the individuals selected through this process has had any substantial prior involvement in or commitment to the registration system being reviewed;

- (3) support work being undertaken by Full Members and Provisional Members to develop objective mechanisms that would allow all signatories to determine with confidence that any proposed alternative criteria meet the benchmarks specified in this Constitution;
- (4) continue mutual monitoring and information exchange by whatever means are considered most appropriate, including regular communication and sharing of information concerning assessment procedures, criteria, systems, manuals, and publications; and
- (5) facilitate the exchange of information on proven cases of unethical or incompetent practice by registered engineering technologists, and the universal imposition of any sanctions imposed on such persons by the organisation responsible for the section of the Register upon which their names appear.

13.4 Each Full Member organisation will undertake to:

- (1) ensure that all practitioners entered by them on the International Register comply fully with the requirements specified in this Constitution, and that they have demonstrated that compliance through the Assessment Statements submitted to and approved by the International Register Coordinating Committee; and
- (2) give all reasonable assistance and advice to bodies which are responsible for registering, licensing or certifying engineering technologists in any economy in which the signatory has standing and which seek to reach agreement upon mutual recognition or exemption with the corresponding authorities in other economies; and
- (3) monitor, and report regularly to the Coordinating Committee on, the extent to which persons entered upon the International Register have been successful in gaining rights to practice in economies within which the organisation has standing, and on any issues or concerns which may arise in relation to such practice.

14 MEMBERSHIP OF THE COORDINATING COMMITTEE

14.1 The Coordinating Committee shall comprise:

- The Chair of the ETMF
- The Deputy Chair of the ETMF
- One voting representative from each authorised Monitoring Committee
- One voting representative from each Monitoring Committee holding interim authorisation
- One non-voting representative from each Provisional Member

14.2 Only Full Members of the ETMF may nominate a representative to serve on the Coordinating Committee.

14.3 The Coordinating Committee will invite each Provisional Member of the ETMF to nominate a non-voting representative to serve on the Coordinating Committee. These representatives will not be entitled to vote on any issue, or participate in the debate on the initial or continued authorisation of a Full Member organisation to establish and maintain a section of the International Register of Engineering Technologists.

14.4 Following any resolution for suspension or termination of authorisation, the representative of the Monitoring Committee concerned will remain a member of the Coordinating Committee but will revert to being a non-voting representative and a Provisional Member of the ETMF.

15 GENERAL AND SPECIAL MEETINGS OF THE COORDINATING COMMITTEE

- 15.1 General Meetings of the International Register Coordinating Committee will be held at least once every two years in conjunction with the meeting of the ETMF.
- 15.2 Special meetings must be convened by the Secretariat within three months of receipt of a request submitted in writing and signed by three or more Full Members.
- 15.3 Each signatory organisation will be responsible for its own costs.
- 15.4 The operation of the International Register Coordinating Committee will be facilitated by the Secretariat of the ETMF.

16 TRANSFER FROM PROVISIONAL MEMBER TO FULL MEMBER

- 16.1 After admission as a Provisional Member of the ETMF, the organization concerned, as soon as reasonably practicable, shall submit an Assessment Statement to the Executive Committee, summarising the procedures and criteria which are proposed to be applied within their economy. The procedures and criteria shall be compatible with the fundamental principles of this Constitution, and shall have regard to the Guidelines appearing in the Schedule 2 to this Constitution.
- 16.2 Where a Provisional Member is not the authority granting rights of practice in its economy, an agreement between the Provisional Member and the authority concerned should be provided which clarifies conditions under which persons on the International Register of Engineering Technologists from other economies will be accommodated.
- 16.3 The Assessment Statement must ensure that the criteria required by the ETMF International Register Coordinating Committee are met. These requirements are as follows:
- (i) The Full Members agree to create and maintain a decentralised International Register of Engineering Technologists and to grant entry to that Register only to those practitioners who can demonstrate that they have:
- reached an overall level of academic achievement at the point of entry to the register in question which is substantially equivalent to that of a graduate holding an engineering technology degree/diploma/certificate accredited by an organisation holding full membership of, and acting in accordance with the terms of, the Sydney Accord
 - Within an economy in which engineering technologists would not normally be expected to hold an engineering technology degree/diploma/certificate accredited under the Sydney Accord, practitioners may, in the context of the total assessment package, be considered to have met this standard by the point of entry to the Register when they have:

- (a) completed a structured programme of engineering education which is accredited by a signatory organisation or by an agency authorised by the signatory organisation, which is independent of the education provider, and/or
 - (b) completed one or more written examinations set by an authorised body within an economy, provided that the accreditation procedures and criteria and/or the examination standards have been endorsed by all current signatories, or;
 - (c) satisfactorily completed an assessment and have been certified/registered/licensed to practise as an Engineering Technologist in the Applicants own economy through competency or outcomes based assessment or any other verification mechanism, within the framework of the ETMF, that can be applied to assess the substantial equivalence of academic achievement through an alternative professional development route.
- gained a minimum of seven years practical experience since graduation; and
 - spent at least two years in responsible charge of significant engineering work; and
 - been assessed within their own economy as eligible for independent practice; and
 - maintained their continuing professional development at a satisfactory level.
- (ii) Applicants must agree to be bound by the codes of professional conduct established and enforced by each economy within which they are practicing. Such codes normally require that practitioners place the health, safety and welfare of the community above their responsibilities to clients and colleagues, practice only within their fields of competence, and advise their clients if and when additional professional assistance becomes necessary to implement a programme or project.
 - (iii) Applicants must further agree to be held individually accountable for their actions, both through requirements imposed by the licensing or registering authorities in the economies in which they practice and through legal processes. By applying for registration, applicants authorize the Full Member organisations to exchange such personal and other data as may be necessary to ensure that the application of a sanction or penalty in any economy in which an engineering technologist is registered or licensed to practice will be taken into account in deciding upon their continued designation and will be appropriately recorded in the Register.

16.4 The Assessment Statement will be reviewed by the Coordinating Committee in accordance with the approved Rules and may, in order to ensure mutual consistency and mutual confidence, be either:

- (1) approved as submitted; or
- (2) with the consent of the proponent, approved with amendments; or
- (3) referred back for further consideration, with suggestions for improvement.

16.5 Where an Assessment Statement has been approved by at least two-thirds of the voting members at a General Meeting of the Coordinating Committee, the Provisional Member organization concerned will be given an interim authorisation to develop and maintain a section of the International Register within their economy in accordance with that Assessment Statement and will transfer to Full Membership of the ETMF.

16.6 The continued authorisation of each such Full Member organization will thereafter be subject to periodic review by the Coordinating Committee in accordance with the approved Rules, with an initial review being undertaken as soon as reasonably practicable following approval by the Coordinating Committee.

17 MONITORING COMMITTEES AND OPERATION OF THE REGISTER

17.1 The Coordinating Committee may authorise any Full Member organisation to operate a Register of certified/registered/licensed engineering technologists who meet such requirements as have been determined by that signatory organisation and endorsed by at least two-thirds of the other signatory organisation entitled to vote at General and Special Meetings of the Coordinating Committee.

17.2 Each Full Member organisation, which has an approved Assessment Statement, will appoint a Monitoring Committee to undertake to develop and maintain a section of the International Register open to practitioners whose qualifications and technical and professional expertise have been assessed within economies within which that Full Member organisation has standing.

17.3 Each Monitoring Committee will be responsible for certifying the qualifications and experience of individual engineering technologists seeking entry to the International Register, whether or not the assessment of such candidates is delegated to an associated body.

17.4 Each authorised signatory organisation must provide timely and accurate information on the status of any person claiming to be listed on the section of the International Register for which they are responsible to any person or organisation having a legitimate need for access to such information, to exchange relevant data with the other authorised signatory organisation, and, in relation to economies within which they have standing, provide a single point of contact on matters concerning practitioners listed on the International Register.

17.5 Full Member organisations must make every reasonable effort to comply with the review schedule to be established by the Executive Committee. Any authorised Full Member organisation which effects a substantial change to its registration criteria, policies or procedures must report that change to the Executive Committee as soon as reasonably practicable, giving other authorised signatory organisations the opportunity to require that the scheduled review and report be brought forward.

18 GRANTING RIGHTS OF PRACTICE AND THE USE OF MULTILATERAL AND BILATERAL AGREEMENTS

18.1 Where a Full Member organisation has streamlined procedures in place in its economy to grant rights of practice to persons who are on the International Register of Engineering Technologists from another Full Member economy, and that other Full Member economy does not reciprocate with similar streamlined procedures, the Full Member organisation concerned may, if it so chooses, not grant rights of practice to applicants from that other Full Member economy. 18.2 Where a Full Member organisation is not the authority granting rights of practice in its economy, and as a result is not able to establish streamlined procedures for granting of rights of practice to persons on the International Register of Engineering Technologists from other Full Member economies, the Full Member organisation should endeavour to enter multilateral agreements or conclude bilateral agreements, providing for such streamlined procedures to be adopted on a reciprocal basis with other Full Member organisations. The

foundation for such multilateral or bilateral agreements should be consistent with the standards and practices adopted by the ETMF and its International Register. A Guideline for such agreements is provided in Schedule 4 to this Constitution.

18.3 Any bilateral agreements concluded and an updated statement of the credit/benefit available to registrants from other jurisdictions should be reported to the Executive Committee for noting at the next General Meeting.

19 CHAIR AND DEPUTY CHAIR

19.1The Chair and Deputy Chair for the Coordinating Committee shall be as defined in clause 6.

20 RULES AND/OR PROCEDURES OF THE COORDINATING COMMITTEE

20.1 Appropriate rules will be established by the Coordinating Committee from time to time to ensure the satisfactory and expeditious operation of the International Register. Adoption of, or amendment to, such Rules will proceed only through a positive vote at a General Meeting of the Coordinating Committee by at least two-thirds of the Monitoring Committees which are entitled to vote.

21 TERMINATION OF THE COORDINATING COMMITTEE

21.1 The Coordinating Committee will continue to function as long as at least half of the Members of the Engineering Technologists Mobility Forum wish to operate sections of the International Register. Any signatory organisation wishing to cease operation of a section of the Register must give at least twelve months' notice to the Executive Committee and Secretariat. No such cessation of operation will, of itself, affect registration or licensing granted prior to that cessation by responsible authorities to practitioners whose names appear on the terminated section of the Register.

SCHEDULE 1

MEMBERSHIP OF THE ETMF

FULL MEMBERS

The Canadian Council of Technicians and Technologists

The Engineering Council of South Africa

The Engineering Council UK

The Institution of Engineers of Ireland

The Institution of Professional Engineers, New Zealand

The Hong Kong Institution of Engineers

SCHEDULE 2

GUIDELINES ON CRITERIA AND PROCEDURES

The purpose of these guidelines is to assist Members of the Engineering Technologists Mobility Forum to develop an Assessment Statement for submission to the Coordinating Committee. That statement should explain how the eligibility of practitioners to appear on the International Register is intended to be determined. Note that the fundamental criteria set out in the Agreement are to be considered as a package, some of them being relatively objective in nature, while others require the exercise of significant professional judgment, particularly in relation to exceptional applicants. The following guidelines represent the consensus view of the signatories on appropriate benchmarks for each of the following criteria contemplated in the Agreement:

1. Applicants must have -

- (1) ***reached an overall level of academic achievement at the point of entry to the register in question which is substantially equivalent to that of a graduate holding an engineering technology degree/diploma/certificate accredited by an organisation holding full membership of the Sydney Accord***

Within an economy in which engineering technologists would not normally be expected to hold an engineering technology degree/diploma/certificate accredited under the Sydney Accord, practitioners may, in the context of the total assessment package, be considered to have met this standard by the point of entry to the Register when they have:

- (a) completed a structured programme of engineering education which is accredited by a signatory organisation or by an agency authorised by the signatory organisation, which is independent of the education provider, and/or
- (b) completed one or more written examinations set by an authorised body within an economy, provided that the accreditation procedures and criteria and/or the examination standards have been endorsed by all current signatories, or;
- (c) satisfactorily completed an assessment and have been certified/registered/licensed to practise as an Engineering Technologist in the Applicants own economy through competency or outcomes based assessment or any other verification mechanism, within the framework of the ETMF, that can be applied to assess the substantial equivalence of academic achievement through an alternative professional development route.

- (2) ***gained a minimum of seven years practical experience since graduation***

The exact definition of practical experience will be at the discretion of the signatory organisation concerned, but the work in question should be clearly relevant to the fields of engineering technology in which the applicant claims expertise. During this initial period, the applicant should participate in a range of roles and activities appropriate to these fields of engineering technology. However, their roles while they are in responsible charge of significant engineering work may be more focused.

(3) *spent at least two years in responsible charge of significant engineering work*

The definition of significant engineering work will vary between disciplines. In general, the work should have required the exercise of independent engineering judgment, the projects or programs concerned should have been substantial in duration, cost, and/or complexity, and the applicant should have been personally accountable for their success or failure. Applicant may be taken to have been in responsible charge of significant engineering work when they have:

- (a) planned, designed, coordinated and executed a small project; or
- (b) undertaken part of a larger project based on an understanding of the whole project; or
- (c) undertaken novel, complex and/or multi-disciplinary work.

Note in particular that the specified period of two years may, and often will, have been completed within the course of the seven years practical experience since graduation.

(4) *been assessed within their own economy as eligible for independent practice*

Such an assessment may be conducted by the signatory organisation, by a professional association recognised by the signatory, or by a competent authority responsible for registration, licensing or certification of engineering technologists within the relevant economy.

(5) *maintained their continuing professional development at a satisfactory level*

The nature and extent of the required participation in continuing professional development, and the manner in which compliance is audited, will remain at the discretion of the signatory organisation concerned, but should reflect emerging norms for such participation by engineering technologists and should be appropriate to the discipline or disciplines in which the practitioner claims expertise.

2. Applicants admitted through a process of competency and/or outcomes-based assessment

Applicants for the International Register through this alternative route would, in addition to the time specification described above and maintaining CPD, have been assessed within their own economy as eligible for independent practice through a competency and/or outcomes based assessment acceptable to the signatories that confirms that they have developed practical skills and professional maturity not less than those implied by seven years practical experience since graduation and two years in responsible charge of significant engineering work.

A competency/outcomes-based assessment is one through which potential registrants present evidence of their professional competence against criteria set by the signatory organisation.

The range and level of the competencies required, the form of the evidence to be presented and the criteria for assessment will vary for each economy but would normally be expected to include competence to -

- (1) apply engineering technology knowledge to the analysis and solution of engineering problems; and**
- (2) provide technical and supervisory managerial leadership; and**
- (3) use effective communication and interpersonal skills.**

SCHEDULE 3

INTERNATIONAL REGISTER COORDINATING COMMITTEE

RULES

1. GENERAL

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

2. MONITORING COMMITTEES

- 2.1 The responsible committee in each signatory organisation responsible for undertaking the tasks given in Clause 4.2 of these Rules, and as indicated in Clause 8 of the Constitution, shall be named the Monitoring Committee for that signatory.
- 2.2 An authorised Monitoring Committee is one that has been authorised by the International Register Coordinating Committee to operate a section of the International Register, and their representative on the Coordinating Committee shall have a vote. Such Monitoring Committee shall be deemed to be voting members of the International Register Coordinating Committee.

3. AUTHORISATION TO OPERATE A SECTION OF THE INTERNATIONAL REGISTER

- 3.1 Applications for authorisation to operate a section of the International Register within an economy must conform to the principles set out in the ETMF Constitution and to such guidelines as may be approved from time to time by the International Register Coordinating Committee.
- 3.2 In applying for authorisation to operate a section of the International Register, a Monitoring Committee will be required to prepare and submit to the ETMF International Register Coordinating Committee a statement of the proposed assessment criteria and procedures.
- 3.3 Authorisation, which shall be interim until the initial review, will require support from two-thirds of the voting members of the Coordinating Committee.

4. REVIEW PROCEDURES

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

and authorised Monitoring Committees will make every reasonable effort to comply with that schedule.

- 4.2 Any authorised Monitoring Committee which effects a substantial change to its assessment processes is obliged to report such a change to the Executive Committee and thus to provide the other authorised Monitoring Committees with an opportunity to request that the scheduled review be brought forward.
- 4.3 Upon receipt of a written request, each authorised Monitoring Committee (See Schedule 10) will nominate two representatives to take part in reviewing the assessment criteria and procedures of any other Monitoring Committee. This clause shall not require any authorised Monitoring Committee to provide more than one such representative in any calendar year.
- 4.4 Three representatives will be selected by the Executive Committee from the list of nominees to form the review team which shall include at least one participant with experience in engineering technology education, and one from an industrial or professional background. The Executive Committee shall take all reasonable steps to ensure that none of the individuals selected through this process has had any substantial prior involvement in, or commitment to, the assessment system being reviewed.
- 4.5 The Monitoring Committee subject to review will be advised by the Secretariat of the proposed composition of the review team, and be invited to show cause why any member of the team is not suitable. In the event that such an objection is lodged, the Secretariat shall take such steps as appear necessary and appropriate to resolve the situation and shall, if unable to achieve consensus, consult the official representatives of all authorised Monitoring Committees before confirming the membership of the review team.
- 4.6 The Monitoring Committee subject to review will be given at least six months' notice of the review, and will be invited to propose suitable arrangements, timetable and administrative support mechanism, for consideration by the review team. The monitoring exercise will cover all aspects of the assessment process, including, where relevant, accreditation systems, examinations, training schemes, continuing professional development and professional interviews, and will include an assessment visit, unless upon consideration of the documents submitted, the review team decides that a visit is not necessary.
- 4.7 The costs of the review visit shall be borne by the Monitoring Committee under review. Such costs shall be limited to the payment of travel, accommodation and incidental expenses. The costs shall be reimbursed by the Monitoring Committee after the completion of the review visit. Travel shall be economy class except where flights exceed 8 hours duration or an overnight flight is required. Accommodation shall be fully serviced 3 star or 4 star.
- 4.8 Discussions relating to a review undertaken in accordance with these Rules will be held in confidence. At the conclusion of each review, the review team will forward its report and recommendations to the Executive Committee as soon as reasonably practicable. A

copy of the report will be furnished to each authorised Monitoring Committee through the secretariat.

4.9 The recommendations open to the review team will be as follows:

- (a) that the International Register Coordinating Committee remove the interim authorisation status of the Monitoring Committee if such status pertains and extend the authorisation of the Monitoring Committee to operate a section of the International Register within their economy for a period of six years; or
- (b) that the International Register Coordinating Committee extend the present authorisation of the Monitoring Committee to operate a section of the International Register within their economy for a period of not more than three years, subject to that Committee providing, within six months, a report that satisfies the International Register Coordinating Committee that all specific issues of concern identified by the review team have been or will be addressed; or
- (c) that the International Register Coordinating Committee suspend the authorisation of the Monitoring Committee to operate a section of the International Register within their economy, and that urgent and specific assistance be offered by the International Register Coordinating Committee to help the Monitoring Committee to address the deficiencies identified by the review team.

4.10 Any resolution for suspension or termination of authorisation will require support from two-thirds of the authorised Monitoring Committees. No such suspension or termination shall, of itself, affect the recognition status of any practitioner who has already gained recognition in another economy.

5. APPEALS

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

6. GENERAL AND SPECIAL MEETINGS

6.1 A general meeting shall be held at least once every two years at a time and place and in a mode selected by the Coordinating Committee following appropriate consultation with the members. The Secretariat shall give the voting and non-voting members at least six months' notice of a general meeting. Items for discussion at a general meeting are to be submitted to the Executive Committee at least three months prior to the meeting, and the agenda and business papers are to be distributed to the members at least two months prior to the meeting. Amendments to the agenda and late submission of

supporting documentation may be adopted by a simple majority of voting members present at the meeting.

- 6.2 Consideration and/or finalisation of matters placed on the agenda by the meeting as contemplated in clause 6.1 can be suspended and held over for the agenda of the next meeting if a procedural motion to this effect is adopted by a simple majority of *voting* members present at the meeting.
- 6.3 A special meeting shall be convened within three months of receipt by the Secretariat of a request submitted in writing by the signatures of three or more voting members of the Coordinating Committee. Any such request must indicate clearly the matters which are to be resolved at the special meeting, and the agenda of the meeting shall be restricted to consideration and resolution of those matters.
- 6.4 Special meetings may take place in Email, tele-conferencing or video-conferencing format unless the Secretariat receives a specific request from a majority of voting members, at least two months in advance, that a face-to-face meeting be convened.
- 6.5 The time and place of any general or special meeting held in the face-to-face mode shall, so far as practicable, be such as to minimise the overall travel costs for participants. Where convenient, the meeting should follow or precede a meeting of the ETMF, an International Engineering Meeting or similar event.
- 6.6 Each Monitoring Committee will endeavour to arrange for at least one representative to attend each general meeting or special meeting, failing which the authorised proxy procedure described in Clause 7.2 should be employed.
- 6.7 No Monitoring Committee will be required to comply with a decision of a general or special meeting when compliance would require them to act in a manner which is contrary to their constitution, or, where relevant, beyond their statutory authority.

7. VOTING

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

8. CHANGES TO RULES

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

SCHEDULE 4

ENGINEERING TECHNOLOGIST MOBILITY FORUM

MULTILATERAL OR BILATERAL AGREEMENTS AS ADDENDUMS TO THE ETMF AGREEMENT

- 1. The ETMF Constitution sets up a mutual recognition framework primarily through the creation of the International Register of Engineering Technologists, which does not bind registration and/or licensing bodies in an economy, where they are not the signatory to the ETMF agreement for that economy.**
- 2. In terms of the Constitution, however, each Full Member organisation has undertaken to use its best endeavours to ensure that the further assessment of International Engineering Technologists is minimised.**
- 3. Where an economy has a highly regulated system for licensing engineering technologists for obtaining rights of practice, and the monitoring committee of the Full Member organisation does not include persons from regulatory bodies who grant the rights of practice, cross boarder mobility will need to be facilitated by specific bilateral agreements that commit the regulatory authorities to streamlined processes.**
- 4. The acceptance of bilateral agreements within the ETMF framework provides the Full Member organisations concerned with the opportunity to engage meaningfully with their regulatory authorities in order to simplify arrangements for International Engineering Technologists wishing to provide services in their jurisdiction.**
- 5. Bilateral agreements should be kept as simple as possible, based on the agreement of substantial equivalence of the ETMF Constitution, stating only the criteria and processes required for their mutual exemption framework. A bilateral agreement should provide some certainty about requirements for an engineering technologist from one economy who wishes to practice in the other.**
- 6. A bilateral agreement should be a brief public document and based on the ETMF Constitution.. To be valid it must be signed by representatives of the Full Member organisations and the regulatory authorities in both economies that are party to it.**
- 7. Once a bilateral agreement has been concluded, it should be reported to the Coordinating Committee at its next meeting by lodging a copy of it with the Executive Committee prior to the meeting. The Secretariat will be required to keep a copy of such agreement for record purposes.**
- 8. An example of the potential form of a bilateral agreement follows, which could form the basis of preparing an agreement appropriate to the specific economies involved.**

**ETMF INTERNATIONAL REGISTER OF ENGINEERING TECHNOLOGISTS
ADDITIONAL AGREEMENT
for the
Mutual Recognition of Certified/Licensed/Registered Engineering Technologists
Between
Jurisdictions of [first country] and [second country]
To Facilitate Mobility of International Engineering Technologists**

1. Participants

1.1. The [first signatory organisation]

1.2. The [second signatory organisation]

Both [organisations] are Full Members of the Engineering Technologists Mobility Forum (hereafter ETMF)

1.3. The [authority/authorities responsible for certification/registration/licensure or Participating Authority/Authorities]

2. Definitions

“Accredited Engineering Technology Programme” means an engineering technology education programme accredited by [first signatory’s accreditation body] or by [second signatory’s accreditation body]. Both accreditation bodies maintain [international accreditation agreement, e.g. Sydney Accord] accreditation standards.

“[Acronym or business name of first signatory]” means the [first signatory organisation].

“[Acronym or business name of second signatory]” means the [second signatory organisation].

“Home Economy” means the jurisdiction holding the Section of the International Register of Engineering Technologists] on which an engineering technologist is registered.

“Host Economy” means the jurisdiction to which an engineering technologist applies for reciprocal recognition under the terms of this Agreement.

“Participating Authority” means an authority responsible for registration/licensure in one of the signatory country jurisdictions, where this is not the ETMF Full Member signatory to this Agreement

“Certification”, “Licensing” and “Registration” mean the process by which a person obtains the right to independent practice within the Home Economy.

“Certified/Licensed/Registered Engineering Technologist” means an engineering technologist who has been granted certification/licensure/registration status and has been admitted according to detailed assessments carried out by the responsible authority in the Home Economy.

“Substantially Equivalent Academic Qualification” means an academic qualification which is not an Accredited Engineering Technology Programme, but which has been assessed and recognised as substantially equivalent to such by the relevant responsible authority in the Home Economy.

“Sydney Accord” means the agreement between certain engineering technology accreditation bodies that:

- Recognises the substantial equivalence of accreditation systems of signatory organisations and the engineering technology education programs accredited by them; and
- Establishes that graduates of programs accredited by the accreditation organisations of each member economy have acquired the knowledge and understanding required to practise engineering technology at the entry level.

3. Basis and Purpose of this Agreement

- 3.1. This Agreement supersedes all other such mutual recognition agreements between [first signatory organisation], [second signatory organisation] and the [Participating Authority/Authorities].
- 3.2. This Agreement is made within the wider framework of the ETMF to which both the first two signatories are Full Members.
- 3.3. This Agreement is intended to permit the mutual recognition of [Certified/Licensed/Registered] engineering technologists from a Home Economy in the Host Economy. This Agreement sets out the standards, criteria, procedures and measures which:
 - (a) are based on the general provisions within the ETMF Constitution
 - (b) are based on objective and transparent criteria, such as competence and the ability to provide a service;
 - (c) are not more burdensome than necessary to ensure the quality of a service; and
 - (d) do not constitute a disguised restriction on the cross-border provision of a service.
- 3.4. Provisions under this Agreement apply to engineering technologists on the Section of the International Register of Engineering Technologists in the Home Economy.
- 3.5. Nothing in this Agreement shall apply to individual practice or malpractice disputes.

4. Scope of this Agreement

- 4.1. This Agreement covers engineering technologists registered on a Section of the International Register of Engineering Technologists in a signatory jurisdiction.
- 4.2. It is intended that there be no discrimination based on place of origin or place of education.
- 4.3. This Agreement is intended for permanent or temporary [Certification/Licensure/Registration], depending on the needs of the individual applicant and any legislative limitations in each Jurisdiction.

5. Mutual Recognition Provisions and Limitations

- 5.1. [Insert first signatory organisation's provisions and limitations under this Agreement]
- 5.2. [Insert second signatory organisation's provisions and limitations under this Agreement]
- 5.3. [Insert Participating Authority's/Authorities' provisions and limitations under this Agreement]

6. Additional Participating Authorities

- 6.1 Additional Participating Authorities may be added to this Agreement if agreed by the Signatories to this Agreement by means of an addendum to the Agreement, the signing of which binds that additional Participating Authority to the terms of this Agreement.

7. Discipline and Enforcement

- 7.1. Both Full Member signatories and all Participating Authorities will extend cooperation to the extent possible on enforcement and disciplinary issues.
- 7.2. An application for Certification/Licensure/Registration made under this Agreement must include disclosure of any sanctions related to the practice of engineering in other Jurisdictions. Information regarding sanctions may be considered in the Certification/Licensure/Registration process.
- 7.3. An application for Certification/Licensure/Registration made under this Agreement must include the applicant's written permission to distribute and exchange information regarding sanctions between all involved Jurisdictions. Failure to fully disclose or provide any of the required information may be the basis for denial of the application, or for sanctions, including revocation of the Certificate/Licence/Registration.
- 7.4. Each Jurisdiction will take appropriate disciplinary action if an engineering technologist violates the standards of that Jurisdiction. Each Jurisdiction shall promptly report sanctions to all other Jurisdictions in which it knows the engineering technologists is a Certified/Licensed/Registered Engineering Technologist.
- 7.5. A Jurisdiction shall take appropriate action, subject to its own rules of procedure and the principle of due process, related to a sanction that is reported to them by another Jurisdiction. Each Home Economy shall provide for review of cross-border sanctions.

8. Immigration and Visa Issues

- 8.1. Recognition and any certification/licensure/registration granted under this Agreement in a Host Economy does not preclude the need to conform to applicable immigration and visa requirements of the Host Economy.

9. Information Exchange

- 9.1. The signatories will notify each other and provide copies of any major changes in policy, criteria, procedures and programmes that might affect this Agreement.
- 9.2. The signatories will provide an annual accounting to each other of all applicants who have applied pursuant to the terms of this Agreement

10. Dispute Resolution

- 10.1 The signatories to this Agreement shall at all times endeavour to agree on the interpretation and application of this Agreement and shall make every endeavour through co-operation and consultation to arrive at a mutually satisfactory resolution of any matter that might affect its operation.
- 10.2 Any signatory to this Agreement may request in writing clarification with another signatory regarding any actual or proposed measure or any other matter that it considers might affect the operation or interpretation of this Agreement.

11. Term of Agreement

- 11.1. This Agreement will come into effect on execution.
- 11.2. The signatories shall, at least every five (5) years, review and update the status of implementation and the effectiveness of the Agreement, and to recommend changes.
- 11.3. A signatory or any Participating Authority may withdraw from the provisions of this Agreement six (6) months after it provides written notice of withdrawal to the other signatories and Participating Authorities. If a Participating Authority withdraws, the Agreement shall remain in force for the remaining Participating Authorities.
- 11.4. If at any time all Participating Authorities have withdrawn from the agreement, this agreement will automatically terminate.
- 11.5. This Agreement will automatically terminate if both signatories are not members in good standing of the ETMF.
- 11.6. Any registrant/licensee approved at the time of termination of the Agreement will be treated as if this Agreement is still in existence.

EXECUTED [insert date]

[First signatory organisation name]

[Second signatory organisation name]

 (name)
 (position)

 (name)
 (position)

(name)
(position)

(name)
(position)

[Participating Authority]

[Participating Authority]

(name)
(position)

(name)
(position)

SCHEDULE 5

IntET Protocol

The Title

Following the IEM Workshops in London, England, June 2004, and the agreement of EMF Full Members to award the post-nominal title “IntPE (jurisdiction)”, being the abbreviation for “International Professional Engineer (jurisdiction)”, the ETMF Chair and Secretariat agreed that the ETMF should proceed along similar lines.

At the London Workshops ETMF Members agreed that Engineering Technologist remained the most appropriate designation to use in relation to the Forum and the development of an International Register of Engineering Technologists. It is thus proposed that “IntET (jurisdiction)”, being the abbreviation for “International Engineering Technologist (jurisdiction)” be considered by the Forum.

6 Full Members have confirmed the acceptability of the IntET (jurisdiction) title. Of these, the following formats have been stated:

Canada	IntET (Canada)
Hong Kong-China	IntET (Hong Kong)
Ireland	IntET (Irl)
New Zealand	IntET (NZ)
South Africa	IntET (SA)
United Kingdom	IntET (UK)

The protocol for use of *IntET*

It is proposed that the following protocol, modelled after the ETMF IntET (jurisdiction) protocol, be adopted for usage of the IntET (jurisdiction) title:

- All International Registrants shall be advised, upon confirmation of the registration, of their entitlement to use the IntET (jurisdiction) title;
- Where there are legal impediments to the use of the title within the registering country jurisdiction, the registrant should be advised accordingly, and should also be advised that the title may be used in other jurisdictions;
- The registering authority of the receiving country, when an International Registrant seeks such registration, should advise the applicant of any legal (or other) reasons that would disallow usage of the title;
- For the above two points, the registrant/applicant should be advised that any restriction applies to use of the title on business cards, stationery, and email signatures. Such notification should reduce any potential non-permitted usage of the title in such a jurisdiction;
- The individual International Registrant accepts full responsibility for compliance with the law of any foreign country in using the post-nominal title. The ETMF takes no responsibility for the irregular use of the post-nominal title by a registrant under circumstances contrary to the advice/information given to him under this protocol.

SCHEDULE 6

Engineering Technologists Mobility Forum

Guidelines for Admission

As

Provisional and Full Members

1. Introduction

- 1.1 The ETMF has grown out of the Sydney Accord following an agreement by the Sydney Accord signatories to explore mutual recognition for experienced engineering technologists.
- 1.2 With the potential for growth and development of the ETMF it is recognised that the process by which an interested organisation applies for Provisional Membership of the ETMF needs greater formalisation and clarification.
- 1.3 This document, which should be read in conjunction with the 'ETMF Mentoring Guidelines', provides such information and guidance.
- 1.4 Both the application process and the type of documentation that the applicant organisation needs to provide to the Executive Committee for consideration at a General Meeting of the ETMF is explained here.
- 1.5 Applications for Provisional Membership and Full Membership are considered at General Meetings of the ETMF, which are normally held biennially. The granting of Provisional Membership of the ETMF precedes application for Full Membership. Once an applicant organisation has been granted Provisional Membership it can begin working towards satisfying the requirements for Full Membership, with the assistance of Mentors.
- 1.6 Applications for Full Membership may be considered at the General Meeting of the ETMF following the General Meeting at which Provisional Membership was granted. It should be noted that there is no prescribed time period for progression to Full Member and a period of greater than two years may be required to satisfy Full Member requirements depending of the stage of development of the Provisional Member's accreditation and registration systems.

2. Definitions

2.1 Provisional Member

- 2.1.1 Provisional Members are organisations with or in the course of developing registers of professionally qualified engineering technologists in their own economies who intend to apply to be Full Members of the ETMF.
 - 2.1.2 Admission as a Provisional Member does not imply and shall not be used to imply that any part of the organisation's register meets the requirements for Full Membership.
-

2.2 Full Member

2.2.1 Full Members are organisations responsible for registers of those professionally qualified engineering technologists who have been assessed as eligible for independent practice within their own economy, and whose qualifications are based on academic achievement substantially equivalent to that of a graduate holding an engineering degree accredited by an organisation holding membership of the Sydney Accord, and who have been granted interim or full authorization to maintain a section of the International Register.

3. Application for Provisional Member Status

3.1 An organisation wishing to be a Provisional Member must be nominated by two Full Members in writing, and will be accepted only upon a positive vote by at least two-thirds of the Full Members at a General Meeting of the ETMF.

3.2 Applicant organisations are required to gain the support of two Full Members of the ETMF, who can attest to the organisation's systems and the standard of its engineering technologists. The supporting Full Members need to be able to provide attestation based on their first hand knowledge of these systems. This may require the supporting Full Members visiting the applicant jurisdiction to observe the processes and procedures of the system of accreditation and registration. All costs incurred as a direct result of such visits are met by the applicant organisation.

3.3 The documentation that is required to be prepared by the applicant organisation should reflect the content of the Assessment Statement required before Full Membership can be granted. Guidelines for Assessment Statements are set out in Schedule 2 of the ETMF Constitution. The content must include details of the domestic accreditation system, including the stage of development at the time of application.

3.4 The applicant must provide a statement in its application which indicates its procedures for granting rights of practice in its economy to persons on the International Register of Engineering Technologists from other economies.

3.5 The application including all documentation and letter of support for the application shall be submitted to the Executive Committee at least 3 months prior to the next General Meeting.

3.6 The applicant organisation is required to give a presentation based on its application documentation to the General Meeting of the ETMF at which its application will be considered.

4. Application Submission Requirements

4.1 The business language of the ETMF is English. All documentation and communications must be in English.

4.2 The application must be submitted to the Executive Committee in electronic format at least 3 months prior to the next General Meeting of the ETMF.

5. Progression from Provisional Member to Full Member

- 5.1 The transfer of a Provisional Member to Full Member may involve mentoring by Full Members to assist in all aspects of the transfer process, including the drafting of an Assessment Statement. Provisional Members are required to provide an Assessment Statement that sets out its current procedures and criteria for domestic registration and also its proposed procedures and criteria for admitting individual applicants to its section of the International Register of Engineering Technologists.
- 5.2 After admission as a Provisional Member of the ETMF, the organization concerned, as soon as reasonably practicable, shall submit an Assessment Statement to the Coordinating Committee, summarising the procedures and criteria which are proposed to be applied within their economy. The procedures and criteria shall be compatible with the fundamental principles of this Constitution, and shall have regard to the Guidelines appearing in the Schedule 2 to this Constitution.
- 5.3 Where a Provisional Member is not the authority granting rights of practice in its economy, an agreement between the Provisional Member and the authority concerned should be provided which clarifies conditions under which persons on the International Register of Engineering Technologists from other economies will be accommodated.
- 5.4 The Assessment Statement must ensure that the criteria required by the ETMF International Register Coordinating Committee are met. These requirements are as follows, as taken from the ETMF Constitution:

Clause 12.1:

The Full Members agree to create and maintain a decentralised International Register of Engineering Technologists and to grant entry to that Register only to those practitioners who can demonstrate that they have:

- (1) reached an overall level of academic achievement at the point of entry to the register in question which is substantially equivalent to that of a graduate holding an engineering technology degree/diploma/certificate accredited by an organisation holding full membership of and acting in accordance with the terms of the Sydney Accord; and
- (2) gained a minimum of seven years practical experience since graduation; and
- (3) spent at least two years in responsible charge of significant engineering work; and
- (4) been assessed within their own economy as eligible for independent practice; and are registered, licensed or certified as engineering technologists within the relevant economy; and
- (5) maintained their continuing professional development at a satisfactory level.

Clause 12.2:

The conclusion reached in (1) above does not imply that acceptable academic achievement may be demonstrated only within the context of an accredited engineering technology program, and the signatories will therefore seek, as a matter of urgency, within

the framework of the ETMF, to develop verification mechanisms that can be applied to assess the substantial equivalence of academic achievement through the alternative professional development routes that exist, or that are being established, in most jurisdictions:

12.2.1 Within an economy in which engineering technologists would not normally be expected to hold an engineering technology degree/diploma/certificate accredited under the Sydney Accord, practitioners may, in the context of the total assessment package, be considered to have met this standard by the point of entry to the Register when they have:

- (a) completed a structured programme of engineering education which is accredited by a signatory organisation or by an agency authorised by the signatory organisation, which is independent of the education provider, and/or
- (b) completed one or more written examinations set by an authorised body within an economy, provided that the accreditation procedures and criteria and/or the examination standards have been endorsed by all current signatories, or;
- (c) satisfactorily completed an assessment and have been certified/registered/licensed to practise as an Engineering Technologist in the Applicants own economy through competency or outcomes based assessment or any other verification mechanism, within the framework of the ETMF, that can be applied to assess the substantial equivalence of academic achievement through an alternative professional development route.

Clause 12.5:

Applicants must agree to be bound by the codes of professional conduct established and enforced by each economy within which they are practising. Such codes normally require that practitioners place the health, safety and welfare of the community above their responsibilities to clients and colleagues, practise only within their fields of competence, and advise their clients if and when additional professional assistance becomes necessary to implement a programme or project.

Clause 12.6:

Applicants must further agree to be held individually accountable for their actions, both through requirements imposed by the licensing, registering or certifying authorities in the economies in which they practise and through legal processes. By applying for registration, applicants authorise the signatory organisations to exchange such personal and other data as may be necessary to ensure that the application of a sanction or penalty in any economy in which an engineering technologist is registered or licensed to practice will be taken into account in deciding upon their continued designation and will be appropriately recorded in the Register.

Clause 16.2:

Where a Provisional Member is not the authority granting rights of practice in its economy, an agreement between the Provisional Member and the authority concerned should be provided which clarifies conditions under which persons on the International Register of Engineering Technologists from other economies will be accommodated.

Clause 16.3:

The Assessment Statement must ensure that the criteria required by the ETMF International Register Coordinating Committee are met. These requirements are as follows:

(i) The Full Members agree to create and maintain a decentralised International Register of Engineering Technologists and to grant entry to that Register only to those practitioners who can demonstrate that they have:

- reached an overall level of academic achievement at the point of entry to the register in question which is substantially equivalent to that of a graduate holding an engineering technology degree/diploma/certificate accredited by an organisation holding full membership of, and acting in accordance with the terms of, the Sydney Accord

- Within an economy in which engineering technologists would not normally be expected to hold an engineering technology degree/diploma/certificate accredited under the Sydney Accord, practitioners may, in the context of the total assessment package, be considered to have met this standard by the point of entry to the Register when they have:

- (a) completed a structured programme of engineering education which is accredited by a signatory organisation or by an agency authorised by the signatory organisation, which is independent of the education provider, and/or

- (b) completed one or more written examinations set by an authorised body within an economy, provided that the accreditation procedures and criteria and/or the examination standards have been endorsed by all current signatories, or;

- (c) satisfactorily completed an assessment and have been certified/registered/licensed to practise as an Engineering Technologist in the Applicants own economy through competency or outcomes based assessment or any other verification mechanism, within the framework of the ETMF, that can be applied to assess the substantial equivalence of academic achievement through an alternative professional development route.

- gained a minimum of seven years practical experience since graduation; and

- spent at least two years in responsible charge of significant engineering work; and
 - been assessed within their own economy as eligible for independent practice; and
 - maintained their continuing professional development at a satisfactory level.
- (ii) Applicants must agree to be bound by the codes of professional conduct established and enforced by each economy within which they are practicing. Such codes normally require that practitioners place the health, safety and welfare of the community above their responsibilities to clients and colleagues, practice only within their fields of competence, and advise their clients if and when additional professional assistance becomes necessary to implement a programme or project.
- (iii) Applicants must further agree to be held individually accountable for their actions, both through requirements imposed by the licensing or registering authorities in the economies in which they practice and through legal processes. By applying for registration, applicants authorize the Full Member organisations to exchange such personal and other data as may be necessary to ensure that the application of a sanction or penalty in any economy in which an engineering technologist is registered or licensed to practice will be taken into account in deciding upon their continued designation and will be appropriately recorded in the Register.

Clause 16.4:

The Assessment Statement will be reviewed by the Coordinating Committee in accordance with the approved Rules and may, in order to ensure mutual consistency and mutual confidence, be either:

- (1) approved as submitted; or
- (2) with the consent of the proponent, approved with amendments; or
- (3) referred back for further consideration, with suggestions for improvement.

Clause 16.5:

Where an Assessment Statement has been approved by at least two-thirds of the voting members at a General Meeting of the Coordinating Committee, the Provisional Member organization concerned will be given an interim authorisation to develop and maintain a section of the International Register within their economy in accordance with that Assessment Statement and will transfer to Full Membership of the ETMF.

Clause 16.6:

The continued authorisation of each such Full Member organization will thereafter be subject to periodic review by the Coordinating Committee in accordance with the approved Rules, with an initial review being undertaken as soon as reasonably practicable following approval by the Coordinating Committee.

SCHEDULE 7

Engineering Technologists Mobility Forum

Mentoring Guidelines

1. Introduction

- 1.1 The ETMF has grown out of the Sydney Accord following an agreement by the Sydney Accord signatories to explore mutual recognition for experienced engineering technologists.
- 1.2 With the potential for growth and development of the ETMF it is recognised that the process by which an interested organisation applies for Provisional Membership of the ETMF needs greater formalisation and clarification.
- 1.3 An organisation wishing to be a Provisional Member must be nominated by two Full Members in writing who can attest to the organisation's systems and the standard of its engineering technologists. The nominating Full Members need to be able to provide attestation based on their first hand knowledge of these systems.
- 1.4 A Provisional Member applying for Full Member status of the ETMF will benefit from guidance provided by Full Members to assist development of the processes and procedures needed to satisfy the ETMF Full Member requirements.
- 1.5 It is, therefore, recognised that a structured system of mentoring is appropriate for both organisations applying for Provisional Member and for Provisional Members applying for Full Membership of the ETMF. This document provides mentoring guidelines for the ETMF.

2. Definition of Terms

2.1 Mentoring

- 2.2 Mentoring is a process by which mentors provide support and guidance to an engineering professional licensing or registration body that has jurisdictional approval to apply for Provisional or Full Member status of the ETMF. The mentoring role will focus on providing advice and guidance on the policies and procedures and educational and registration standards of the mentee so that the mentee is given every opportunity, on application, to gain Provisional or Full Member status of the ETMF.

2.3 Mentor

- 2.4 Within these guidelines the term 'mentor' will refer to the Full Members of the ETMF that provide structured mentoring to the mentee.

2.5 Mentee

- 2.6 Within these guidelines the term 'mentee' will refer to the jurisdiction being mentored which is committed to gaining Provisional or Full Member status of the ETMF.
-

3. Principles

- 3.1 Mentoring is not compulsory but is recommended because of the benefits it can bring to the mentee.
- 3.2 The decision to participate in the mentoring process is left to each jurisdiction.
- 3.3 Mentors may be appointed by the Executive Committee, with the agreement of the appointee mentors, or may be appointed following directly agreement with the mentee. Where the mentor is appointed by the Executive Committee cognisance shall be taken of the geographical closeness of the mentor and mentee jurisdictions. Where the mentor is appointed through direct agreement with the mentee, the mentee organisation shall notify the Executive Committee of the mentors.
- 3.4 Mentoring relationships are established for a set purpose and for a set period of time. The purpose and time period should be agreed between the mentee and the mentor at the beginning of the mentoring relationship.
- 3.5 Mentoring is not a requirement for Provisional or Full Membership of the ETMF and participation in a mentoring relationship will not guarantee a mentee success in its application for Provisional or Full Membership of the ETMF.
- 3.6 ETMF mentors are acting on behalf of the ETMF and for the benefit of the mentee. They must perform their mentoring duties in a professional and timely manner and must keep a record of the mentoring activities that have been undertaken.
- 3.7 The advice provided by the mentor is confidential to the mentee and the mentor.
- 3.8 Any information by way of reports covering the advice of the mentor etc. may only be released to 3rd parties, including the Secretariat, with the permission of the mentee.

4. Costs

- 4.1 Any direct costs associated with ETMF mentoring shall be met by the mentee and will be agreed between the mentee and the mentor.

5. Nominators and Reviewers

- 5.1 The Full Members that have acted as mentors are likely, but are not required, to be nominators for an application of Provisional or Full Member status.
 - 5.2 The review team that will undertake the first review of the mentee following successful granting of Full Member status shall be composed of representatives of Full Member organisations that did not act as Mentors. This is to ensure that there is no conflict of interest on the part of the review team.
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SCHEDULE 8

ETMF Review Process

**International Recognition Agreement for Engineering Technologists
Review Process**

Guidelines

June 2005

Guidelines for the ETMF International Register of Engineering Technologists Review Process

Contents

Review Process Guidelines

Review Report

Appendix A - Extract from ETMF International Register of Engineering Technologists Constitution
Schedule 3

Review Process Guidelines

1. General

- 1.1 The review of the assessment system applied by each authorised Monitoring Committee shall be conducted under the general provisions of the International Register Review Procedures as detailed in the ETMF International Register of Engineering Technologists (IRET) Constitution Schedule 3 (Appendix A to this document), and in adherence to the following guidance.
- 1.2 The Review Programme will be prepared by the Secretariat under the guidance of the Executive Committee and approved by the Full Members at each biennial meeting for the upcoming cycle.
- 1.3 Each Full Member shall be subjected to review every six years
- 1.4 Any Full Member organisation which effects a substantial change to its assessment processes is obliged to report such a change to the Executive Committee and thus to provide the other Full Members with an opportunity to request that the scheduled review be brought forward.
- 1.5 Discussions relating to a review undertaken in accordance with these Rules will be held in confidence. At the conclusion of each review, the review team will forward its report and recommendations to the Executive Committee as soon as reasonably practicable. A copy of the report will be furnished to each authorised Monitoring Committee through the Secretariat.
- 1.6 The Executive Committee will select Review Team members from the list of nominees provided by Full Members for acceptance by the Monitoring Committee subject to review.
- 1.7 The Monitoring Committee subject to review shall be given at least six months' notice and will be invited to propose suitable arrangements, timetable and administrative support for consideration by the review team.
- 1.8 All documentation shall be provided in English.

2. Prior to the Review Visit

- 2.1 It is recognised that the format of the review will have minor differences due to the registration procedures of each Monitoring Committee but the following information shall be provided to the Secretariat prior to the review visit for distribution to the review team.
 - a. The current ETMF Assessment Statement;
 - b. A brief description of the domestic registration process;
 - c. Details of the registration process for the IntET;
 - d. A representative sample of IntET applications, submitted under the following criteria:
 - 12 applications should be submitted, where possible this should include 2 borderline admitted cases. (This number can be adjusted by the Executive Committee in conjunction with the Review Team if the register under review is very small);
 - CPD portfolios shall be included for all applications;
 - All applications shall have suitable annotation to prevent personal identification

2.2 The Review Team may request further relevant information to enable a comprehensive review of documentation to be made prior to the Review Visit. Any such request should be made through the Secretariat and not directly to the Monitoring Committee being reviewed.

2.3 Where reviews have already been conducted with the Monitoring Committee under review, the Secretariat will provide a copy of the previous review report to the Review Team.

3. Review Visit

3.1 Following consideration of the documentation submitted by the Monitoring Committee, the Review Team, in conjunction with the Executive Committee, may decide that a visit is not necessary. The relevant sections of the Review Report shall be completed with clear indication that the Review Team agreed unanimously that a visit was not required.

3.2 The business language for the review visit shall be English. Where required, the Monitoring Committee under review shall provide a translator.

3.3 The costs of the review visit shall be borne by the Monitoring Committee under review. Such costs shall be limited to the payment of travel, accommodation and incidental expenses. The costs shall be reimbursed by the Monitoring Committee after the completion of the review visit. Travel shall be economy class except where flights exceed 8 hours duration or an overnight flight is required. Accommodation shall be fully serviced 3 star or 4 star.

3.4 Notwithstanding paragraph 8, it is recognised that the format of the review will have minor differences due to variations between the registration procedures of each Monitoring Committee. However, each Review Visit will seek to establish that the following criteria are fulfilled:

3.4 That the processes by which engineering technologists are registered domestically are robust and in accordance with the description provided to the Review Team by the Monitoring Committee;

3.5 That the processes by which International Engineering Technologists are registered are robust and in accordance with the Assessment Statement provided to the Monitoring Committee; that the standard of professional judgement demonstrated through acceptance or rejection of applications is satisfactory, including the judgement regarding demonstration of sufficient and satisfactory CPD;

3.6 The code of ethical conduct applicable to international registrants through their national code of conduct should include clauses requiring that, when undertaking engineering activities, engineers shall:

- (i) not misrepresent their educational qualifications or professional titles,
- (ii) accept appropriate responsibility for their work and that carries out under their supervision,
- (iii) ensure that they only undertake tasks for which they are competent,
- (iv) respect the personal rights of people with whom they work and the legal and cultural values of the societies in which they carry out assignments, and
- (v) avoid conflicts of interest, observe proper duties of confidentiality, not accept or give inducements, and consider the public interest and be prepared to contribute to public debate on matters of technical understanding in fields in which they are

competent to

comment.

and must take reasonable steps to:

- (vi) maintain their relevant competencies at the necessary level,
- (vii) provide impartial analysis and judgement to employers,
- (viii) minimise foreseeable and avoidable impacts on the environment.

3.7 The standards of the accreditation system for academic programs and/or examinations are substantially equivalent to systems operated under the Sydney Accord.

3.8 Within an economy in which engineering technologists would not normally be expected to hold an engineering technology degree/diploma/certificate accredited under the Sydney Accord, practitioners may, in the context of the total assessment package, be considered to have met this standard by the point of entry to the Register when they have:

- (a) completed a structured programme of engineering education which is accredited by a signatory organisation or by an agency authorised by the signatory organisation, which is independent of the education provider, and/or
- (b) completed one or more written examinations set by an authorised body within an economy, provided that the accreditation procedures and criteria and/or the examination standards have been endorsed by all current signatories, or;
- (c) satisfactorily completed an assessment and have been certified/registered/licensed to practise as an Engineering Technologist in the Applicants own economy through competency or outcomes based assessment or any other verification mechanism, within the framework of the ETMF, that can be applied to assess the substantial equivalence of academic achievement through an alternative professional development route.

4. The Review Report

4.1 The Review Team shall compile a Review Report stating clearly the findings of the review team and its recommendations, which shall be as described in the ETMF IRET Constitution Schedule 3, Review Procedures paragraph 4.9.

4.2 The Review Team shall provide the Monitoring Committee it reviewed with a copy of the Review Report to confirm factual accuracy. The draft Review Report may be submitted by the reviewers to their home organisations for the purposes of quality assurance and advice, but may not be communicated to any signatory in draft or final form except through the Secretariat.

4.3 After the Review Team has received confirmation and agreement from the Monitoring Committee it reviewed, it shall then provide the Secretariat with its report. If agreement cannot be reached regarding the accuracy of the report, the Monitoring Committee may record its disagreements with the report and such comments must be recorded on the Review Report. A copy of the report will be circulated by the Secretariat to each authorised Monitoring Committee.

4.4 Any actions required as a result of the review shall be carried out in accordance with the ETMF IRET Constitution Schedule 3, Review Procedures paragraph 4.10.

ETMF REVIEW REPORT

Economy under review

Monitoring Committee Name & Address

Review Visit Dates: (Insert 'N/A' if visit not required)

VISIT SCHEDULE
(Insert 'N/A' if visit not required)

COMPOSITION OF REVIEW TEAM

<u>Name</u>	<u>Economy</u>
Team Leader:	
Team Member:	
Team Member:	

MONITORING COMMITTEE REPRESENTATIVES
(Insert 'N/A' if visit not required)

ETMF REVIEW REPORT

1. ASSESSMENT OF DOCUMENTATION

1.1 List Of Documents Reviewed

1.2 Comments Regarding Documentation

2. ASSESSMENT OF PROCESSES

2.1 Processes Reviewed

2.2 Comments Regarding Processes

3. REVIEW FINDINGS

ETMF REVIEW REPORT

4. RECOMMENDATIONS

(Recommendations shall be as described in the ETMF IRET Constitution Schedule 3, Review Procedures paragraph 4.8)

ETMF REVIEW REPORT

DECLARATION

I confirm that this report is factually correct and presents a true and accurate record of the documentation and processes reviewed. I also confirm that the recommendations outlined in the report are as described in paragraph 4.9 of the ETMF IRET Constitution Schedule 3, Review Procedures.

Team Leader Name:

Team Leader Signature:

STATEMENT OF AGREEMENT OF MONITORING COMMITTEE

I confirm that this report presents a true and accurate record of the documentation and processes reviewed

Monitoring Committee Representative Name:

Monitoring Committee Representative Signature:

Appendix A

Extract from ETMF International Register of Engineering Technologists Constitution Schedule 3

4. REVIEW PROCEDURES

- 4.1** The assessment system applied by each authorised Monitoring Committee in controlling entry to a section of the International Register in the economy for which that Committee is responsible will be subject to monitoring by representatives of other authorised Monitoring Committees at intervals of not more than six years. The Executive Committee will establish a schedule for the implementation of the associated reviews and reports, and authorised Monitoring Committees will make every reasonable effort to comply with that schedule.
- 4.2** Any authorised Monitoring Committee which effects a substantial change to its assessment processes is obliged to report such a change to the Executive Committee and thus to provide the other authorised Monitoring Committees with an opportunity to request that the scheduled review be brought forward.
- 4.3** Upon receipt of a written request, each authorised Monitoring Committee will nominate two representatives to take part in reviewing the assessment criteria and procedures of any other Monitoring Committee (See Schedule 8). This clause shall not require any authorised Monitoring Committee to provide more than one such representative in any calendar year.
- 4.4** Three representatives will be selected by the Executive Committee from the list of nominees to form the review team which shall include at least one participant with experience in engineering technology education, and one from an industrial or professional background. The Executive Committee shall take all reasonable steps to ensure that none of the individuals selected through this process has had any substantial prior involvement in, or commitment to, the assessment system being reviewed.
- 4.5** The Monitoring Committee subject to review will be advised by the Secretariat of the proposed composition of the review team, and be invited to show cause why any member of the team is not suitable. In the event that such an objection is lodged, the Secretariat shall take such steps as appear necessary and appropriate to resolve the situation and shall, if unable to achieve consensus, consult the official representatives of all authorised Monitoring Committees before confirming the membership of the review team.
- 4.6** The Monitoring Committee subject to review will be given at least six months' notice of the review, and will be invited to propose suitable arrangements, timetable and administrative support mechanism, for consideration by the review team. The review will cover all aspects of the assessment process, including, where relevant, accreditation systems, examinations, training schemes, continuing professional development and professional interviews, and will include an assessment visit, unless upon consideration of the documents submitted, the review team decides that a visit is not necessary.
- 4.7** The costs of the review visit shall be borne by the Monitoring Committee under review. Such costs shall be limited to the payment of travel, accommodation and incidental expenses. The costs shall be reimbursed by the Monitoring Committee after the completion of the review visit. Travel shall be economy class except where flights exceed 8 hours duration or an overnight flight is required. Accommodation shall be fully serviced 3 star or 4 star.

4.8 Discussions relating to a review undertaken in accordance with these Rules will be held in confidence. At the conclusion of each review, the review team will forward its report and recommendations to the Executive Committee as soon as reasonably practicable. A copy of the report will be furnished to each authorised Monitoring Committee through the secretariat.

4.9 The recommendations open to the review team will be as follows:

- (a) that the International Register Coordinating Committee remove the interim authorisation status of the Monitoring Committee if such status pertains and extend the authorisation of the Monitoring Committee to operate a section of the International Register within their economy for a period of six years; or
- (b) that the International Register Coordinating Committee extend the present authorisation of the Monitoring Committee to operate a section of the International Register within their economy for a period of not more than three years, subject to that Committee providing, within six months, a report that satisfies the International Register Coordinating Committee that all specific issues of concern identified by the review team have been or will be addressed; or
- (c) that the International Register Coordinating Committee suspend the authorisation of the Monitoring Committee to operate a section of the International Register within their economy, and that urgent and specific assistance be offered by the International Register Coordinating Committee to help the Monitoring Committee to address the deficiencies identified by the review team.

4.10 Any resolution for suspension or termination of authorisation will require support from two-thirds of the authorised Monitoring Committees. No such suspension or termination shall, of itself, affect the recognition status of any practitioner who has already gained recognition in another economy.

5. APPEALS

5.1 Where an adverse recommendation has been made, and accepted by the Coordinating Committee, the Monitoring Committee in question may request that a separate review be conducted within six months by an appeal panel which is established in the same manner as, but has no membership in common with, the original review team.

5.2 The appeal panel will determine the procedures and criteria under which it operates. The full costs of any such appeal will be borne by the Monitoring Committee concerned and the right of appeal may be exercised only once. The outcomes of any appeal will be binding on all parties.

SCHEDULE 9

FORMAT FOR BIENNIAL REPORT TO THE ETMF GENERAL MEETING

DATE AND PLACE OF MEETING

CONTACT INFORMATION

Name of Organisation:

Membership Status:

Address:

Telephone:

Fax:

Email Address:

Website:

LEADERSHIP

Chief Operating Officer:

President:

Chair International Committee:

Chair of Monitoring Committee:

FOR FULL MEMBERS ONLY

BODIES REPRESENTED ON MONITORING COMMITTEE

ASSESSMENT STATEMENT CHANGES (Note: substantial changes to registration criteria, policies and practices must be reported to Executive Committee CI 16.4)

BILATERAL AGREEMENTS CONCLUDED AND UPDATED STATEMENTS OF CREDIT/BENEFIT (Note: these must also be reported to Executive Committee CI 17.3)

CPD REQUIREMENTS & RENEWAL OF REGISTRATION

PROBLEMS/ISSUES WITH OPERATION OF REGISTER

INTERNATIONAL/REGIONAL REGISTER

No of Registrants and disciplines

No of foreign applicants in the International/Regional Registers

RECENT MAJOR ACTIVITIES

Examples may include, but are not limited to, legislative changes, amendments to approved Assessment Statement, emerging issues affecting professional practice within the Full Member's country, any bi-lateral agreements to be concluded, mentoring being provided to provisional members if applicable

FOR PROVISIONAL MEMBERS ONLY

RECENT MAJOR ACTIVITIES

Indicate progress towards making an application for Full Membership and who is providing mentorship, legislative changes, significant changes to registration criteria, policies and practices which may affect application for full membership, emerging issues affecting professional practice within the Provisional Member's country, any bi-lateral agreements concluded or to be concluded.

SCHEDULE 10

ETMF REVIEWS

REQUEST FOR REVIEW PANEL NOMINATIONS

Nominations Required – 2 Industry and 2 Academia

ONE FORM PER NOMINEE – ALL FIELDS TO BE COMPLETED

NOMINATION MADE BY: (Name of Jurisdictions representative organisation and/or Monitoring Committee)	
JURISDICTION OR MONITORING COMMITTEE TO BE REVIEWED (as stipulated by the Secretariat):	
NAME OF PERSON NOMINATED (including Post-nominal's):	CONTACT DETAILS: Physical address:
NOMINATION TYPE: ACADEMIC INDUSTRY	E-mail Address: Phone: (including international dialling code)
POSITION TITLE:	
BOARD MEMBERSHIPS:	
PROFESSIONAL MEMBERSHIPS:	
PROFESSIONAL WORK HISTORY & ACHIEVEMENTS OF NOTE (In brief):	
PREVIOUS EXPERIENCE WITH INTERNATIONAL REVIEWS:	
DECLARATION OF NOMINATOR: I confirm that this report is to the best of my knowledge, factually correct.	
IEA contact name and title:	
Please forward the completed form to secretariat@ieagreements.org	

SCHEDULE 11

ENGINEERING TECHNOLOGIST MOBILITY FORUM

GRADUATE ATTRIBUTES AND PROFESSIONAL COMPETENCIES

The Engineering Technologist Mobility Forum has adopted the above document of the International Engineering Alliance, specifically those portions that are relevant to the engineering technologist.

In broad terms, the Sydney Accord (SA) provides for mutual recognition of programmes accredited for the engineering technologist track. The graduate attributes are exemplars of the attributes expected of graduate engineering technologists from an accredited programme. Graduate attributes form a set of individually assessable outcomes that are the components indicative of the graduate's potential to acquire competence to practise at the level of an engineering technologist. Graduate attributes are clear, succinct statements of the expected capability, qualified if necessary by a range indication appropriate to the type of programme.

The professional competency profile for the engineering technologist records the elements of competence necessary for competent performance that the engineering technologist is expected to be able to demonstrate in a holistic way at the stage of admission to the international register. The competencies are defined as a set of assessable outcomes that are exemplars of the competence that a person must display to be registered as a professional engineering technologist. Special emphasis would be placed on the level of responsibility demonstrated under outcome 13, consistent with the current requirements for the international register.

SCHEDULE 12

Engineering Technologists Mobility Forum

Glossary of Key Terms

Assessment Statements	A formal statement that details the criteria and procedures by which the eligibility of practitioners to appear on the International Register is intended to be determined.
Registration	Registration is the process of placing on a Register those who meet specified requirements within a jurisdiction.
License	License is an entitlement by law granted to persons who meet relevant standards of competence.
Certification	Certification is recognition of an attained level of engineering technology expertise, usually conferred by an engineering technologist association or technical council.
Full Member	Full Members are organisations responsible for registers of those professionally qualified engineering technologists who have been assessed as eligible for independent practice within their own economy, and whose qualifications are based on academic achievement substantially equivalent to that of a graduate holding an engineering degree accredited by an organisation holding membership of the Sydney Accord, and who have been granted interim or full authorization to maintain a section of the International Register.
International (Register) Coordinating Committee	An international body comprising one voting member from each Monitoring Committee, and others, to develop and maintain an authoritative Register of International Engineering Technologists and to promote acceptance of the International Engineering Technologist
International Register (of Engineering Technologists)	A decentralised Register with a section held by each authorised Full Member. Requirements for entry to the Register are set out in the ETMF Constitution paragraph 11.
Monitoring Committee	An independent authorised body established in participating ETMF member economies to develop and maintain a Register of International Professional Engineering Technologists.
Observers	Observers are representatives of other groups, which have an identity of interest with the ETMF in the mutual recognition of professional engineering qualifications.
Engineering Technologist	A general descriptor used to identify engineering professionals with capabilities to undertake independent professional engineering practice in a broadly defined area, and recognised by a national professional engineering

	technology body or state authority. ETMF member economies have specific nomenclatures and requirements.
Provisional Member	Provisional Members are organisations with or in the course of developing registers of professionally qualified engineering technologists in their own economies who intend to apply to be Full Members of the ETMF. Admission as a Provisional Member does not imply and shall not be used to imply that any part of the organisation's register meets the requirements for Full Membership.
Recognition	Recognition is acceptance by an authority of demonstration of compliance with requirements. It may be applied to courses or experience (where it may be referred to as accreditation) in the determination of equivalency.
Secretariat	An organisation which provides secretarial services for the administration of the activities of a consortium of International Engineering Agreements (IEAs). The organisation providing secretarial services is appointed from organisations affiliated to the IEAs and whose duties are defined in the consortium's Multi-Party Agreement (MPA).
Visitors	Visitors are organisations interested in the work of the ETMF and who attend for one meeting.