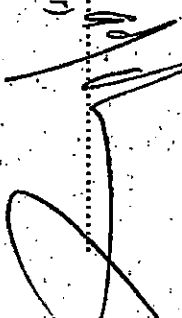




MPA SCHEDULE 1

International Engineering Agreements that are parties to this Multi-Party Agreement

International Engineering Agreement Name	Date of Entry	Date of Termination (if applicable)
Washington Accord	(Date) <i>see June 2007</i> (Chair) <i>Peter Greenwood</i> (Secretariat) <i>Dean. D. Q.F.</i>	(Date) (Chair) PETER GREENWOOD (Secretariat) GEORGE PETERSON
Sydney Accord	(Date) <i>22nd June 2007</i> (Chair) <i>Barry Dobson</i> (Secretariat) <i>Dennis McGrath</i>	(Date) (Chair) BARRY DOBSON (Secretariat) DENIS MCGRATH
Dublin Accord	(Date) <i>22nd June 2007</i> (Chair) <i>Barry Dobson</i> (Secretariat) <i>Dennis McGrath</i>	(Date) (Chair) BARRY DOBSON (Secretariat) DENIS MCGRATH

.... continued

Engineers Mobility Forum	<p>27 June 2007 (Date)</p> <p> (Chair)</p> <p>Chris Simpson (Secretariat)</p>	<p>..... (Date)</p> <p>ALEC HAY (Chair)</p> <p>CHRIS SIMPSON (Secretariat)</p>
APEC Engineer	<p>22 June 2007 (Date)</p> <p> (Chair)</p> <p>Michael Bevan (Secretariat)</p>	<p>..... (Date)</p> <p>SEE SEW GUE (Chair)</p> <p>MICHAEL BEVAN (Secretariat)</p>
Engineering Technologist Mobility Forum	<p>22 June 2007 (Date)</p> <p> (Chair)</p> <p>Chris Simpson (Secretariat)</p>	<p>..... (Date)</p> <p>TERRY SIDWORTHY (Chair)</p> <p>CHRIS SIMPSON (Secretariat)</p>

INTERNATIONAL ENGINEERING AGREEMENTS

MULTI-PARTY AGREEMENT (MPA) REGARDING THE SUPPLY OF SECRETARIAT SERVICES

1. **Scope, Purpose and Method of Operation**
 - 1.1 This multi-party agreement (hereinafter MPA) sets out the terms, conditions and obligations on all parties having commitments to the ongoing operation of a secretariat supporting a number of international engineering agreements (hereinafter IEAs).
 - 1.2 The IEAs of which the signatories and organisations holding provisional status (hereinafter agreement participants) potentially have financial and other obligations under this MPA are those listed in Schedule 1.
 - 1.3 The obligations of agreement participants in respect of any particular IEA are activated by the entry of the IEA into this MPA, as signified by the signatures, in Schedule 1, of the Chair and Deputy Chair (or equivalent officer holder) of the IEA.
 - 1.4 The purpose of this MPA is to set out the terms and conditions by which an organisation affiliated with a signatory to at least one IEA, provides secretariat services to support the operation of all of the IEAs set out in Schedule 1. This organisation is henceforth known as the provider of secretariat services.
 - 1.5 This MPA is framed in the context of the bi-annual general meetings of the IEAs (known as the International Engineering Meetings, IEM) held in odd-numbered years, normally in or about the month of June. Workshops will continue to be held as the need arises.
 - 1.6 The term of appointment for the provider of secretariat services will normally begin and end at the time of an IEM, and the term is normally for a period of four years, but may be extended by two further years. At the end of four or six years the service provider is permitted to submit a proposal in the new selection process.
2. **Secretariat Services to be Provided**
 - 2.1 The schedule of secretariat services to be provided is set out in Schedules 2 and 3. Schedule 2 is a general schedule, applicable to any IEA. Schedule 3 sets out any specific requirements of the IEAs in Schedule 1 either as deleted items, or additional items. Schedule 3 also contains estimates of time, developed from the best knowledge of the signatories of each IEA, required to deliver the services in Schedule 2 and 3 for that IEA.
3. **Participation in this Agreement by International Engineering Agreements**
 - 3.1 An IEA may, by resolution of its signatories at a General Meeting, agree that its agreement participants become parties to this MPA.
 - 3.2 In such circumstances, the signatories must authorise the Chair and Deputy Chair (or the holder of the nearest equivalent position) to sign this MPA on their behalf, and acknowledge that through that action each signatory commits to meet its financial obligations under this MPA, and

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- to use its best endeavours to ensure that all other agreement participants in that IEA also meet their obligations.
- 3.3 At least six months notice must be given of intended entry by an IEA into this MPA. The date at which entry is effective is the date of the next IEM after the giving of notice if this is practicable, but otherwise is the first 1 July that is at least one year after the giving of notice.
- 3.4 From the date of entry the IEA concerned shall be supported by the provider of secretariat services according to this MPA, and the agreement participants are obliged to pay the contributions determined under this MPA.
- 3.5 An IEA wishing to terminate its participation in this MPA must give notice to all other participating IEAs, as established in Schedule 1, of not less than 12 months. The termination date will be either the date of the next IEM or 1 July of the year following the IEM as is appropriate in fulfilling the notice period, and from that termination date there shall be no new obligations on agreement participants of the IEA, but unfulfilled obligations remain in force until fully met. The termination of participation shall be recorded by the signatures of the Chair and Deputy Chair in Schedule 1.
- 3.6 Any intellectual property created in relation to an IEA, either by agreement participants or by the provider of secretariat services shall be assigned to the individual or collective custody of the agreement participants as is appropriate on a case by case basis, and not be regarded as owned by the provider.

4. Governance of this Agreement and Appointment of Contractor

- 4.1 This MPA shall be governed by a group (hereinafter the governing group) comprising the Chairs of the participating IEAs, and in the event that there are three or fewer participating IEAs, the Deputy Chairs in addition. The group will elect a chair from among the members.
- 4.2 The governing group will work by consensus wherever possible, but otherwise by majority vote. The chair shall have a deciding vote.
- 4.3 The governing group shall appoint a Selection and Monitoring Committee of no more than 6 persons drawn from the signatories of the participating IEAs, and from within these members appoint the committee's chair. The committee must be broadly representative of the signatories and IEAs (taken as a whole), must not contain any person with an actual or perceived conflict of interest in regard to any organisation tendering for the provision of secretariat services, and may include more than one person from a particular signatory only if it is not practicable to attain the skills required within the Committee in any other way.
- 4.4 At least nine months prior to the end of the term of the appointment (which shall normally coincide with an IEM) the governing group shall call for proposals for the supply of secretariat services for the next four year period. Proposals shall normally close six months before the IEM at which the present term of appointment of the provider ends, and must follow a format issued by the Selection and Monitoring Committee.
- 4.5 The Selection and Monitoring Committee will evaluate proposals received for the provision of the secretariat services and recommend one provider to the governing group for appointment to the role. For each proposer the evaluation will take into account the closeness of the affiliation of the proposer with one or more signatories of relevant IEAs, the quality of the proposed

service, the price (which may differ from year to year if the proposer so chooses), and the means proposed to ensure ongoing good service in the event of unforeseen circumstances.

- 4.6 At least three months prior to the IEM at which a new term of appointment is to commence the governing group must consider the recommendations of the Selection and Monitoring Committee, and appoint a provider of secretariat services.

- 4.7 The contract of appointment with the provider of secretariat services shall be formed by a letter of appointment from the governing group stating the annual fee payable under this MPA (which may be different in succeeding years if so stipulated in the proposal), and a written reply agreeing to accept the terms and conditions of this MPA.

- 4.8 A condition of appointment shall be that in the event that the provider of secretariat services is not reappointed that provider, for no further fee, will be required to support the newly appointed provider of secretariat services for a period of up to three months following the end of the term, by completing tasks that are specific to the term of appointment of the outgoing provider and the incoming provider could not reasonably be expected to have the knowledge to undertake, and by providing advice and assistance to ensure an orderly transition.

- 4.9 In the event that an IEA either wishes to enter this MPA at the IEM that is mid-term of the term of appointment of the provider of secretariat services, or to terminate its participation mid-term, the Selection and Monitoring Committee shall determine a fair change in price to be paid to the provider of secretariat services for the difference in anticipated workload. A guiding principle in determining this price shall be that the ratio of total annual price to estimated total hours of work shall remain approximately constant. The proposed price variation shall be disclosed to the provider of secretariat services at least six months prior to the date at which the variation should commence, and the provider shall have one month to make a submission on the proposal. Both that submission and the proposed price shall be considered by the governing group, who shall make a decision binding on all parties and agreement participants having obligations under this agreement at least three months prior to the date at which the variation will commence.

Changes to workload resulting from significant changes to the schedules will be handled in the same way.

- 4.10 Should the provider of secretariat services be unable to continue to provide the secretariat services for any reason, the provider must give the governing group a minimum of one year's notice, and upon appointment of an alternative provider, must fulfil the obligations of section 4.8.

- 4.11 At least six months prior to each IEM, the Selection and Monitoring Committee will issue a report to the governing group on the performance of the provider of secretariat services against the requirements stated in Schedules 2 and 3, and assessing whether the actual time spent in providing the secretariat services for each IEA matches the estimate in Schedule 3.

- 4.12 If, after reviewing a final year report developed under section 4.11, the governing group considers that the performance of the provider of secretariat services has met the requirements the governing group may offer to extend a four year term of appointment for a further two years, but only one such extension shall be allowed. In such circumstances the governing group and the provider of secretariat services shall negotiate a price for the further two year period. In the event that no price can be agreed or the provider is unwilling to continue the appointment will terminate in accordance with the terms of appointment to the four year term.

- 4.13 If, in the opinion of the governing group there is a significant service shortfall evident from a mid-term report of the Selection and Monitoring Committee, the provider shall be given until the EIM to demonstrate the necessary improvements have been made.
- 4.14 In the event that the governing group, meeting at the time of an EIM that is mid-term to the term of appointment of the provider of secretariat services, is not satisfied that sufficiently good service has been re-established the governing group shall give notice to the provider of termination, and instigate under urgency a Request for Proposals (RFP) to select a new provider, following the procedures of section 4 as closely as is possible in the circumstances. The notice period must be no shorter than six months, but may be longer if in the opinion of the governing group more time is required to appoint a replacement provider.

5. Obligations to Meet Costs

- 5.1 The means to assess the obligations to contribute to costs of providing secretariat services are set out in Schedule 4. This establishes both a way of determining the number of base units and program/registrant units for each IEA, plus a way of establishing a relativity factor to be applied for each IEA. The total number of participant units for each IEA is determined from the number of base and program/registrant units. The total number of cost units to be paid by each agreement participant to each IEA is determined by multiplying the number of participant units by the relativity factor. The calculation of number of units shall be conducted for the status of each IEA in terms of its number of agreement participants as at the end of an EIM (taken as the last day of June in the year in which the EIM is held), and the number of cost units so determined shall apply without change for the two year period until the next EIM. However, no IEA participant shall be obliged to meet more than 20% of the total cost. In addition, applicants to any IEA are expected to pay an application fee which is indexed to the value of a cost unit, this fee contributing to the costs of providing the services needed to facilitate the assessment of the application.
- 5.2 The financial year for the purposes of this MPA shall end on 30 June unless otherwise decided.
- 5.3 The currency used for the purposes of this agreement shall be euros. The provider of secretariat services takes any risk of exchange rate movement between their local currency and the euro.
- 5.4 The provider of secretariat services is responsible for meeting any taxes or other fees that may be required to meet legal requirements and compliance obligations within the jurisdiction in which the provider operates.
- 5.5 The price of each cost unit shall be determined annually by taking the agreed price for supply of secretariat services by the provider and dividing by the number of cost units determined as outlined in clause 5.1.
- 5.6 At the commencement of each financial year the provider of secretariat services shall invoice, in euros, all international-engineering-agreement participants having financial obligations under this MPA for payment of their contribution. Payment shall be due within three months of the start of the financial year, unless the governing group allows an extension in which case payment is due within six months of the commencement of each financial year.

- 5.7 The governing group shall publish a list of overdue contributions six months after the start of each financial year, and shall update that list regularly until all contributions have been made.
- 5.8 The provider of secretariat services will report any agreement participant with financial obligations under this MPA that fails to meet its obligation to pay in a timely manner to the Chair and Deputy Chair of the relevant IEA who are obligated to take all reasonable actions to have the non-payment rectified.
- 5.9 Any application fees received for any IEA shall be held by the provider of secretariat services until they can reasonably be paid to the host of the next IEM meeting as a grant in aid against the costs of that meeting.

6. Changes to this MPA

- 6.1 It is acknowledged that this MPA sets out the broad intent of the participating IEAs and agreement participants. If, in the opinion of the governing group, for the effective governance or operation of this agreement it is desirable to undertake actions that are at variance with this MPA, the governing group shall have the authority to authorise such variations provided the variation continues to observe the intent of this MPA, the variation relates only to procedural or administrative matters and not matters of principle, and the agreement participants of the participating IEAs are informed as soon as reasonably possible. Actions undertaken in this manner shall be regarded as complying with the MPA.
- 6.2 Any participating IEA may propose changes to this MPA by giving notice to the governing group, at least six months prior to an IEM of its proposal. The governing group shall ensure that the matter is considered at the next IEM by all participating IEAs. If more than two-thirds of the participating IEAs agree to the proposal then it shall be regarded as approved and implemented to apply from the end of the IEM at which it was considered, unless otherwise set out in the proposal. The change shall be treated as an addendum to this MPA.

Attachments

SCHEDULE 1

SCHEDULE 2

SCHEDULE 3

SCHEDULE 4 — extracted tables only

SCHEDULE 5 — Data Table

MPA SCHEDULE 2

GENERAL SCHEDULE OF SECRETARIAT SERVICES APPLICABLE TO ALL INTERNATIONAL ENGINEERING AGREEMENTS

(All services to be provided in accordance with the Rules and Procedures)

1. **Record Keeping**
 - Provide the repository for all items of record for the IEA, including hard copy originals of all meeting papers and signed copies of key documents.
 - Maintain a document register in relation to the agreement and working copies of all correspondence in relation to each signatory, organisation holding provisional status, or interested party, using an easily understood coding system
 - Maintain electronic copies and backups of all documents for which such copies exist
 - Make available electronically, normally within three working days, any document in response to authentic requests for information. In exceptional cases where the information or document is difficult to access it may be delivered within ten working days.
 - Maintain an up to date list of representatives of each authorised registration body, signatory, and organisation holding provisional status, and contact information for representatives of any interested party
2. **Web-site**
 - Maintain the relevant domain-name licence(s)
 - Extend the present Washington Accord and the International-Engineering-Meetings websites.
 - Manage and maintain the security of the members' only area.
 - Maintain the currency of the content of a well-designed website with a professional appearance for the IEA containing both public and members' only areas
 - Provide a facility for authorised registration bodies, signatories and those organisations holding provisional status to update their contact persons and details
 - Ensure that the information recorded on the public part of the website provides accurate and sufficient information to address the following purposes:
 - interested parties can find out about the agreement, its rules and procedures, including for admission
 - interested parties can access lists of accredited programs and courses (or registered persons as appropriate) in each signatory's jurisdiction
 - interested persons can reasonably make contact with any signatory or organisation holding provisional status
 - Ensure that information held in the members' only part of the website is sub-divided into material only accessible by authorised registration bodies or signatories to the relevant agreement and material also accessible by organisations holding provisional status in that agreement
 - Maintain indexed copies of all relevant documents related to the ongoing management of the agreement in the relevant members' only section
 - Track usage of the website by topic area.
3. **General Meetings, Workshops and Other Meetings of a Number of Signatories**
 - coordinate with host of IEM (or other host) to ensure suitable meeting arrangements have been provided including: rooms, seating within the rooms,

- sound system, sound recording system, and hotel accommodation (note the costs of the meeting arrangements are not part of the secretariat costs)
- work with Chair and Deputy Chair to develop agenda paper, and supporting documents in accordance with the Rules and Procedures
- circulate electronically or by mail all meeting documents in advance (as per the rules and procedures) to all authorised to receive them with a high degree of accuracy for ensuring receipt, completeness of delivery and timeliness in accordance with the Rules and Procedures document
- provide sufficient personnel at IEM or other activity to take records of the decisions and other outcomes, plus a brief précis of discussion; provide to the Chair and Deputy Chair accurate draft minutes or other records within one calendar month of the end of the meeting
- provide (in association with IEM or other on-site organisers) copies of any revised documents needed for the orderly conduct of general meetings, and ensure that these are captured and recorded in the long term record repository of the agreement

4. Organisation of Activities Between General Meetings

- Maintain a register of planned review and monitoring activities with appropriate timetable that conforms to the timeliness prescribed in the Rules of each IEA
- Organise reviews and monitoring visits by undertaking administrative actions to ensure that the appointment of relevant reviewers, logistic arrangements for the review and monitoring visits are undertaken in a timely manner
- Undertake administrative actions to assist the effective operation of working parties and task groups undertaking work on behalf of the IEA.
- Prompt the review and monitoring teams to provide reports when expected, and ensure that the reports meet the rules and procedures of the agreement
- Organise applications for provisional membership
- Manage the mentoring process
- Ensure that all other actions as set out in the Rules are followed appropriately and take corrective action where necessary.

5. Response to Enquiries and Requests

- Respond to reasonable requests within a maximum of three working days, either with an acknowledgement and undertaking to consider, or by responding fully to the matter raised
- Refer matters needing attention (including but not restricted to enquiries about applications for admission to an IEA and requests for review prior to consideration for signatory status) to the Chair and/or Deputy Chair within three working days of receipt, and prompt for reply at least weekly until a satisfactory reply is received
- Implement decisions or requests for action made by the Chair and/or Deputy Chair within three working days of receipt of the decision or request
- Answer specific enquiries made by individual engineering practitioners by either referring practitioners to the relevant authorised registration body, IEA signatory, or by providing the best information available to the secretariat.

6. Financial records

- Invoice each participant in an IEA which has signed the MPA
- Keep records of payments received and liaise with the governing group

- Keep records of time spent by each staff member under main headings for each IEA.
- 7. Changes to services
 - Services required may change if an IEA leaves or joins the MPA. The change in service and fee to the provider are covered by Section 4.9 of the MPA and MPA Schedule 3.
 - Additional work at the hourly rate submitted, will be subject to agreement.

MPA SCHEDULE 3
ADDITONS AND DELETIONS TO SCHEDULE 2 FOR PARTICULAR
INTERNATIONAL ENGINEERING AGREEMENTS

International Engineering Agreement Name	Additions to Schedule 2	Deletions from Schedule 2	Time estimate to supply services in Schedule 2 and Schedule 3
Washington Accord	None	None	800 hours
Sydney Accord	None	None	200 hours
Dublin Accord	None	None	150 hours
Engineers Mobility Forum	None	None	200 hours
APEC Engineer	None	None	200 hours
Engineering Technologist Mobility Forum	None	None	100 hours

Notes

1. The hours in the schedule are an estimate of the time required to provide all the services in Schedules 2 and 3. They should be used only as a guide.
2. Schedule 3 should be used with Schedule 2 and Schedule 5.
3. Schedule 3 should be use in the context of Clause 4.9 of the MPA.

MPA SCHEDULE 4

**METHOD FOR DETERMINING THE NUMBER OF COST UNITS
ATTRIBUTABLE TO SIGNATORIES AND THOSE ORGANISATIONS HOLDING
PROVISIONAL STATUS**

(This schedule should be read in conjunction with the attached example spreadsheet.)

**A. INTERNATIONAL ENGINEERING AGREEMENTS ASSOCIATED WITH ACCREDITATION
OF PROGRAMMES (IEA "Acc") – WASHINGTON ACCORD, SYDNEY ACCORD, DUBLIN
ACCORD**

A.1 Base units for all signatories and organisations holding provisional status:

Signatories: 1 base unit
Organisations holding provisional status 1 base unit

A.2 Programme units for signatories (as at the end of the relevant IEM)

Number of Active Accredited Programs	Programme Units
1-40	1
41-100	2
101-300	3
301-600	4
601-2000	5
2001+	6

For each signatory:

No. of equivalent program units

= no. of program units x total number of base units calculated under A.1
total number of program units under A.2

For Sig 2, in the example spreadsheet, the Equivalent program units would be

No. of equivalent program units = 2 x (7/12)

which is 1.167.

A.3 Total Number of Participant Units for Signatory 2 in International Engineering Agreement IEA "Acc" X

Total participant units for Sig 2 in IEA "Acc" X

= no. of base units for Sig 2 under A1.) + (no. of equivalent program units for Sig 2 under A2.
Total participant units = 1 + 1.167 = 2.167

B. INTERNATIONAL ENGINEERING AGREEMENTS ASSOCIATED WITH REGISTRATION OF PERSONS DEMONSTRATING COMPETENCE IEA "Comp" — ENGINEERS MOBILITY FORUM, APEC ENGINEER AGREEMENT, ENGINEERING TECHNOLOGIST MOBILITY FORUM

B.1 Base units for all signatories and organisations holding provisional status:

Signatories: 1 base unit
Organisations holding provisional status: 1 base unit

B.2 Registrant units for signatories (as at the end of the relevant IEM)

Number of Registrants	Registrant Units
1-1000	1
1001-2500	2
2501-7500	3
7501-15,000	4
15,001-50,000	5
50,001+	6

For each signatory:

No. of equivalent registrant units

$$= \frac{\text{no. of registrant units} \times \text{total number of base units calculated under B.1}}{\text{total number of registrant units under B.2}}$$

B.3 Total Number of Participant Units for Signatory 2 in International Engineering Agreement "Comp" Y

Total participant units for Signatory 2 in IEA "Comp" Y

= no. of base units for Sig 2 under B1 + no. of equivalent reg units for Sig 2 under B2

C. DETERMINATION OF NUMBER OF COST UNITS FOR EACH INTERNATIONAL ENGINEERING AGREEMENT AND ALLOCATION OF THOSE COST UNITS

Cost units for all International Engineering Agreements are calculated relative to the Washington Accord. Thus the Relativity Factor for the Washington Accord is 1.00. In the example spreadsheet IEA "Acc" X is the Washington Accord.

For an International engineering agreement

Number of cost units = Number of participant units x relativity factor

where:

Relativity factor =

$$\frac{\text{hours to service IEA}}{\text{total base units for IEA}} \times \frac{\text{total base units for Washington Accord}}{\text{Hours to service Washington Accord}}$$

In the context of any international engineering agreement, the number of cost units for an agreement signatory is then:

Number of cost units for signatory =

Number of participant units for signatory x relativity factor for particular IEA

The total number of cost units for a participant involved in more than one IEA is the sum of the cost units for that participant across all IEAs

D. PRICE OF A COST UNIT

Annual price of a cost unit =

$$\frac{\text{Annual tendered price for the secretariat services}}{\text{Total number of cost units across all participants in all IEAs}}$$

However, no participant shall pay more than 20% of the total costs.

if there is a total of "N" agreement participants each having more than 20% of the total cost units then:

Annual price of a cost unit =

$$\frac{(1.0 - 0.2 N) \times (\text{Annual tendered price for the secretariat services})}{(\text{Total number of cost units for all participants}) - (\text{total no. of cost units for the N participants})}$$

If N is more than 4 the Selection and Monitoring Committee will recommend an appropriate contribution from the N participants.

E. OBLIGATIONS ON PARTIES TO THIS MULTI-PARTY AGREEMENT

(Total annual contribution) = (Total number of cost units across all IEAs) x (price of one cost unit)

except that the maximum paid by any one agreement participant shall be 0.2 x annual tendered price for providing secretariat services

F. APPLICATION FEE FOR PROVISIONAL STATUS OF AN IEA

(One half of one cost unit) x (Relativity factor for the IEA)

Example Spreadsheet for one IEA "Accreditation" (the Washington Accord) labelled X										
and one unspecified IEA "Competence" labelled Y										
IEA "Acc" X			Relativity = 1.00			1200	Service hours			
Base Units	Prog Units	Equiv prog units	Participant units	Cost units	3.33	Active	Number of	Program		
						Accredited	Units	Units		
Sig 1	1	4	2.33	3.33	3.33	Accredited				
Sig 2	1	2	1.17	2.17	2.17	Programs				
Sig 3	1	1	0.58	1.58	1.58	Up to 40				
Sig 4	1	5	2.92	3.92	3.92	41-100				
Prov 1	1	0		1.00	1.00	101-300				
Prov 2	1	0		1.00	1.00	301-600				
Prov 3	1	0		1.00	1.00	601-2000				
Sum	7	12	7.00	14.00	14.00	2001+				
IEA "Comp" Y					Relativity = 300/1200*7/5 = 0.35		300	Service hours		
Base Units	Reg Units	Equiv. reg units	Participant units	Cost units	0.642					
Sig 1	1	1	0.833	1.833	0.642					
Sig 2	1	2	1.667	2.667	0.933					
Sig 5	1	1	0.833	1.833	0.642					
Sig 6	1	2	1.667	2.667	0.933					
Prov 4	1	1	1.000	1.000	0.350					
Sum	5	6	5.000	10.000	3.500					
		Cost units	Total	Contribution						
"Acc" X	"Comp" Y						Number of	Registrant		
Sig 1	3.33	0.64	3.98	7496.85		Registrants	Units	Registrant		
Sig 2	2.17	0.93	3.10	5846.60		1-1000		1		
Sig 3	1.58		1.58	2986.17		1001-2500		2		
Sig 4	3.92		3.92	7386.83		2501-7500		3		
Sig 5		0.64	0.64	1210.18		7501-15,000		4		
Sig 6		0.93	0.93	1760.27		15,001-50,000		5		
Prov 1	1.00		1.00	1886.00		50,001+		6		
Prov 2	1.00		1.00	1886.00						
Prov 3	1.00		1.00	1886.00						
Prov 4		0.35	0.35	660.10						
	14.00	3.50	17.50	33005						
Annual unit price = 33,000/17.5 =			Total cost =	33,000	euro					

MPA Schedule 5

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Units	Base Accreditation			Base Competence				Programs			Registrations			
2	Agreements	WA	SA	DA	EMF	APEC		ETMF	WA	SA	DA	EMF	APEC	ETMF	
3	ABET	1							5						
4	CCPE	1			1	1			3			1	1		
5	CCTT		1	1						3	1				
6	ECUK	1	1	1	1			1	6	4	1	1		1	
7	Eng Australia	1	1		1	1		1	3	2		1	1		
8	IPENZ	1	1	1	1	1		1	1	1	1	2	2	1	
9	JABEE	1							3						
10	Engrs Ireland	1	1	1	1			1	2	2	1	1		1	
11	HKIE	1	1		1	1		1	2	2		1	1	1	
12	ECSA	1	1	1	1			1	2	2	2	1		1	
13	IESingapore	1							1						
14	ABEEK	1							0						
15	ASIIN Germany	1										0	3		
16	IPEJapan				1	1						1	1		
17	Korea - EMF & APEC Committees					1							1		
18	PII - Indonesia						1						1		
19	Thailand						1					1	1		
20	USCIEP				1							0			
21	IEIndia				1							0			
22	IESriLanka													1	
23	Phillippines						1					1	1		
24	IEMalaysia	1			1	1			0						
25	IEET Chinese Taipei	1							0						
26	APEC Chinese Taipei						1					0			
27	IE Bangladesh						1	1				0	0		
28	Singapore - EMF/APEC Committee				1	1						0	0		
29															
30	Totals	14	7	5	15	13	0	6	28	16	6	11	15	0	5
31															
32	<p>Note: These unit entries are quantised from raw member program numbers and registrant data, using the intervals defined in the tables of Schedule 4. The raw data will be re-affirmed early in July of 2007 for the purposes of calculating IEA signatory contributions.</p> <p>The quantised figures above are provided as a guide at this time.</p>														

ProfSec Timeline

2006	2007	2008-9	2010-11	2012-13
<p>March Working group teleconference</p>	<p>January RFP documents distributed by week ending 12 January.</p>	<p>September 2008 SAM begins review of time and cost estimates and any submission from service provider. Submits report to Governing Group</p>	<p>September 2010 SAM begins review and reports to Governing Group on performance of provider. SAM revises RFP if necessary.</p>	<p>September Governing Group issues RFP</p>
<p>May Working group teleconference</p>	<p>March RFP closes Monday 12 March. Recommendation to IEM prepared by SAM Committee, for approval in June.</p> <p>SAM seeks endorsement of recommendation in order to permit preferred supplier to prepare.</p>	<p>December 2008 Governing group considers report and recommendations from SAM. Advises provider of outcome.</p>	<p>November 2010 Governing Group raises option to renew or issues RFP.</p>	<p>December RFP Closes. Recommendation to Governing Group prepared by SAM Committee.</p>
<p>June Possible working group meeting in Dublin</p>	<p>April SAM issues a letter to the preferred supplier, subject to ratification in June, so that supplier can be confirmed/briefed in June — as in 3. below.</p>	<p>January - June 2009 If issued, provider responds to request to improve service.</p>	<p>December 2010 RFP Closes. Recommendation to Governing Group prepared by SAM Committee.</p>	<p>March 2013 Governing Group: 1. considers SAM recommendations 2. appoints service provider 3. reports back to IEM.</p>
<p>June Plenary discussion in Dublin. Working Group proposals accepted and SAM Committee appointed. Potential proposer IEAs announce themselves. Any further work by IEAs, signatories or Working Group initiated.</p>	<p>June</p> <ol style="list-style-type: none"> 1. Report and recommendations to signatories for approval at IEM 2007. 2. Signatories' approval of any changes to IEA constitutions. 3. Possible interview of recommended provider. 4. Contract signed. 5. Takeover period begins. 6. IEAs submit up-to-date numbers of base units and program/registrant units. 	<p>June 2009 Governing group advises IEM of any action taken following the review.</p> <p>Signatories' approval of any changes to IEA constitutions.</p>	<p>March 2011 Governing Group:</p> <ol style="list-style-type: none"> 1. considers SAM recommendations 2. re-appoints or appoints service provider 3. reports back to IEM. 	

ProfSec Timeline

2006	2007	2008-9	2010-11	2012-13
August Send out up-dated papers to SAM and secretariats soliciting information to complete RFP documents.	July SAM calculates total number of cost units and contributions from each IEA participant.		June 2011 Signatories' approval of any changes to IEA constitutions. Possible takeover period begins IEAs submit up-to-date numbers of base units and program/registrant units.	June 2013 Signatories' approval of any changes to IEA constitutions. Takeover period begins. IEAs submit up-to-date numbers of base units and program/registrant units.
September All data needed for RFP process in hands of SAM Committee: By 22 September 2006	September End of takeover period.		July SAM calculates total number of cost units and contributions from each IEA participant.	July SAM calculates total number of cost units and contributions from each IEA participant.
October Revised documents and process to SAM by second week of October? Target SAM teleconference for last week in October? To - discuss documents and list any matters to resolve before finalising. Also to seek approval for despatching RFP in December.				September End of takeover period.
November Teleconference: - revise target for last week in November?				
December Teleconference 8 December – Finalisation of MPA, Schedules, RFP and Selection Process. Agreement on revised timeline – January distribution of RFP and 2 month response window.				



Dr Andrew Cleland, Chief Executive
IPENZ - Engineers New Zealand
Ground Floor
158 The Terrace
PO Box 12241, Wellington
NEW ZEALAND

... June, 2007

Dear Andrew,

IEA Professional Secretariat

I am pleased to inform you that IPENZ has been successful with its proposal to provide secretariat services to the consortium of international engineering agreements comprising the International Engineering Agreements (IEA).

By this letter the Governing Group appoints IPENZ for a period of four years with the option to renew for a further period of two years. The term starts on 1 July 2007.

The terms and conditions are those described in the RFP and attachments and in your submission, copies of which are attached to this letter. A signed copy of the Multi Party Agreement is also included. The annual fee will be €75,000 for each of the four years with an hourly rate of €45.00 (professional time) and €30.00 (administrative time) for any additional work agreed to be undertaken on behalf of the individual agreements.

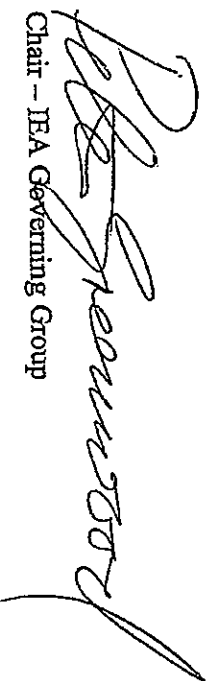
Your annual fee and the operational details provided by each of the international agreements are subject to a review after two years, to confirm that our estimates and those of the agreements are reasonable and workable.

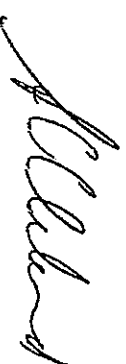
ABET and the agreement chairs/deputy chairs will assist IPENZ to take up the work smoothly during the transition period.

On behalf of the agreement chairs and deputy chairs I wish IPENZ well in this very important venture. We look forward to working closely with you and the IPENZ team to achieve success.

With kind regards,

Countersigned


Chair – IEA Governing Group


A C Cleland
Chief Executive
IPENZ

Attachments:
RFP, IPENZ Proposal, MPA

Cc: Governing Group, June 2007



International Engineering Agreements

Professional Secretariat Proposal

Prepared by

The Institution of Professional Engineers New Zealand

The Proposal

The Institution of Professional Engineers New Zealand (IPENZ) is pleased to submit this proposal for the provision of secretariat services for a consortium of International Engineering Agreements (IEA).

The key strengths that the Institution would bring to the secretariat are:

- IPENZ is a stable, well-established organisation with robust governance and sound operational systems. It is a signatory to all IEAs – its international involvement began in 1989 when it signed the Washington Accord, so it understands and is able to respond to the needs of all IEAs. It is also an active member of the World Federation of Engineering Organisations
- IPENZ believes that the IEAs are likely to expand in the future, particularly in South and East Asia as well as Europe. The Institution is well-placed as a small, nimble, interested but non-threatening neutral party to offer the secretariat services. IPENZ staff are outwardly-focused and have contact with engineers from many different cultures
- The staff at IPENZ responsible for the secretariat services would be separate from the personnel involved with meeting the obligations of IPENZ as a signatory and would not have any decision-making powers in terms of IPENZ's actions as a signatory for any IEA. The secretariat would handle IEA matters concerning IPENZ sensitively and discreetly
- Current operational systems at IPENZ are very compatible with the requirements for the provision of the secretariat services listed in Schedule 2 of the Multi Party Agreement (MPA). These services would be set up quickly and maintained effectively
- IPENZ has had considerable experience in delivering administrative services on an ongoing basis to more than ten organisations, including a licensing board for surveyors
- IPENZ has provided website development and maintenance services to a range of non-profit organisations for about a decade. Currently IPENZ hosts the IEA agreements website
- IPENZ is a successful contractor for service provision - since 2003 it has successfully delivered on a number of government-funded contracts. The proposed Project Leader for the secretariat has successfully managed three successive contracts with one Government organisation with a total value of about \$NZ800,000. Each contract was delivered to time and budget. The largest other contract, for \$NZ5.6million over four years from 2003 to 2007, has been renewed for 2007-2011
- The staff who would be involved with the secretariat services have the knowledge and experience in tertiary education, administration and operational systems to be able to deliver the services to a high standard
- There would be an independent oversight committee consisting of two senior engineers who have considerable international experience and are well-known to the members of the IEAs – this committee will provide extra assurance to the IEAs.

The remainder of the proposal expands these key strengths, and details IPENZ's capability against the evaluation criteria.

CONTACT INFORMATION

Name of Organisation: The Institution of Professional Engineers, New Zealand (IPENZ)

Postal Address PO Box 12241
Wellington, New Zealand

Physical Address 158 The Terrace
Wellington, New Zealand

Telephone ++ 64 4 473 9444

Fax ++64 4 474 8933

Email admin@ipenz.org.nz

Website www.ipenz.org.nz

ORGANISATIONAL LEADERSHIP

President Prof Peter Jackson ME, PhD, FIPENZ

Chief Executive Dr Andrew Cleland Btech (Hons), PhD, FIPENZ, FRSNZ, FNZEST, FIRHACE, FARFAST

PROJECT LEADER

Ms Sharon Waags

Section 1. Background of IPENZ

- 1.1 IPENZ is the national professional body for the engineering profession in New Zealand. It has approximately 8,000 subscription-paying members and a further 2,000 student members. It is the pre-eminent engineering body in New Zealand, having 53 staff and an annual operating budget of approximately \$NZ7.2million (about 3.5million euros). This budget is funded from member subscriptions, major contracts with Government agencies, and a variety of registration, competence assessment, short course and other fees.
- 1.2 IPENZ is 91 years old and is a stable organisation, having cash reserves of about \$NZ3million, and having grown its subscription-paying Membership by about 15 per cent over the last five years. The organisational stability was recognised in 2002 when the New Zealand Parliament permanently assigned the role of Registration Authority under the Chartered Professional Engineers of New Zealand Act 2002 to IPENZ. It would require legislative change to alter this appointment.
- 1.3 IPENZ is governed by an elected Board of 12 Members, chaired by the President. It is a proven and robust organisation operating as an incorporated society, under New Zealand legislation. Its 2006 financial accounts received an unqualified report from the auditor.

Section 2. Secretariat Organisation and Staffing

- 2.1 The staff at IPENZ operate in four teams, each managed by a Director, with the Directors responsible to the Chief Executive. Two of the four teams would contribute to the secretariat. The secretariat would be housed in the Learning and Assessment (L&A) team, headed by Brett Williams, but underpinning IT and financial support would come from the Operations team led by Susie McCutcheon. The organisational chart is shown in Figure 1.
- 2.2 In preparing the bid, IPENZ has decided that, as an underpinning principle, those personnel taking day to day responsibility for the secretariat will not be contributors (in any material way involving decision-making) to the performance by IPENZ of the obligations of signatory to any agreement. Hence the secretariat would be hosted via the Professional Development section of the L&A team, and not via the staff handling registration and accreditation matters.
- 2.3 It has also resolved that the secretariat should involve more than one person. Thus it is proposed that the secretariat will be managed by a person who will provide the professional level services, with support from an administrative person. This assists providing continuous cover in the office. The backgrounds of key staff who would be involved in the secretariat follow.
- 2.4 Sharon Wagg, Professional Development Manager (Assigned Project Leader/Secretariat Manager).
Sharon will provide the professional input to the secretariat, and be its overall manager, attending all IEM to perform the functions of secretariat at those meetings. Her CV is attached – she joined IPENZ in 2003 in a newly created role to start IPENZ's professional development programme which was to become self-funding in less than three years. In fact, self-funding was achieved much earlier and in 2006 the courses turned over about \$NZ0.5million in course fees from about 80 courses during the year. In parallel, she has managed three successive

contracts to New Zealand's Tertiary Education Commission on qualification development for the ICT sector. She will complete the third of these in June 2007, and this will free about one-third of her time. She has a background in tertiary education and has facilitated accreditation visits prior to 2006.

2.5 Josie Nolan (Secretariat Administrator)

Josie joined IPENZ in 2004, to a newly created role as the primary secretarial and administrative support person to professional staff in the Learning and Assessment team. Her CV is attached. She provides administrative support services to IPENZ's Competence Assessment Board and Standards and Accreditation Board, and its three Fellowship Panels. She operates document control and document production for these Boards and panels. She also has considerable experience in administration of short courses run remotely from IPENZ's National Office. She is also experienced at undertaking the administrative arrangements for accreditation visits. Josie would provide the underpinning administrative services, and to do so would no longer continue duties related to administration of IPENZ short courses, freeing about half her time.

2.6 Dale Cooper – Information Technology Manager and Beau Broadhead, Web Developer

Dale manages the Information Technology (IT) group of three full-time and two part-time staff. He commenced with IPENZ in 2000 as its first full-time web developer and has been promoted to his wider role of IT Manager in 2006. Beau is full-time on web development. Since 2004, they have contributed to the development of the IEAgreements.com website, and would continue to provide the web-based services. Their CVs are attached.

2.7 Referring to Figure 1 it can be seen that in fulfilling the role as Secretariat Manager, Sharon will enjoy the close support of IPENZ staff with extensive IEA involvement – Chief Executive, Andrew Cleland, Director – Learning and Assessment, Brett Williams and Registrar, Jeff Wastney.

2.8 However, the role of Secretariat Manager is independent of the day-to-day roles of IPENZ with respect to engineering education and competence assessment. This includes accreditation activities within New Zealand and fulfilment of responsibilities under the Washington, Sydney and Dublin Accords (which are handled by Brett Williams), and as Registration Authority for Chartered Professional Engineer, other competence-registers and fulfilment of responsibilities under the EMF, APEC Engineer and ETMF agreements (which are handled via Jeff Wastney). Any documents sensitive to IPENZ's activities in the IEA would not be available to Andrew Cleland, Brett Williams or Jeff Wastney. Only staff providing the secretariat services and the oversight committee would have access to them.

Section 3. The Role of the Service Provider and Services Required

3.1 IPENZ would provide efficient and effective secretariat services in accordance with the Rules, Procedures and Guidelines which are applicable to all IEAs. Staff involved with the secretariat would refer matters where decisions are required to the Chair or Committee.

- 3.2 Key assumptions for this proposal are that:
- the time estimates in Schedule 3 are reasonable with no impending changes to the Rules and Procedures which would increase the time commitment significantly
 - work for the IEAs which is chargeable at an hourly rate and in addition to the time estimates in Schedule 3 would take a modest amount of time compared with the core duties
 - there are no concurrent sessions within the International Engineering Meetings (IEMs) in which we would be required to take the minutes
 - IPENZ would not be liable for charges associated with International conference calls – they would be charged to signatories at cost
 - the Secretariat Manager would service either an IEM or IE workshop annually and attend the June 2007 meeting to learn about the secretariat services and to commence duties
 - In an evaluation of the quality of the services, the secretariat services and IPENZ would not be penalised if a signatory's website was not current.
- 3.3 The remainder of this section demonstrates IPENZ's capability to provide the secretariat services listed in Schedule 2 of the MPA.
- 3.4 Record Keeping
- 3.4.1 IPENZ's National Office comprises two levels, each of 600 square metres in a modern business building on The Terrace, Wellington's main business street. Because no foot traffic visitors are expected no visible signage would be created unless specifically requested by the IEAs. However, the location within IPENZ's National Office will maximise the ability to benefit from National Office's wider functions, while maintaining a degree of autonomy of record-keeping and administration systems.
- 3.4.2 Current operational systems used at IPENZ are compatible with the requirements for record-keeping set out in Schedule 2. Staff are familiar with using a coding system to maintain a document register of all hard copies of meeting papers, other key documents, and copies of correspondence in relation to each signatory. IPENZ's archiving system to back-up hard copies of documents is located off-site.
- 3.4.3 In its role as Registration Authority for the Chartered Professional Engineer, IPENZ operates effective and efficient document control, because many documents would be discoverable publicly under the Official Information Act. The systems but not the risk of the Official Information Act would apply to the secretariat.
- 3.4.4 Electronic documents for the secretariat would be stored in a separate project folder on the Intranet, password protected and only accessible to staff providing the services. Back-ups of electronic documents occur every night on tape and on a second server which is located off-site. If there was a disaster (eg fire) all contents of the intranet are retrievable. If documents are accidentally deleted, there is a shadow document system enabling a particular document to be retrieved.
- 3.4.5 IPENZ staff have a strong service ethos so maintaining current lists of representatives and their contact details and responding within three working days to requests for electronic documents is a normal part of the IPENZ service.

3.5 Website

3.5.1 IPENZ currently hosts the International Engineering Agreements website

(www.ieagreements.com) and would continue to maintain it to a high standard.

The following developments would be undertaken to the website immediately:

- transfer the Washington Accord website and establish a common "look and feel" across all six agreements
- separate signatory and provisional members' areas
- review all public documentation to ensure it is current (new copy to be requested from the relevant Committee), and that the contact details updating section is fully operational
- develop and issue manuals to all IEA signatories and organisations holding provisional status
- verify that the document numbering systems are consistent between IEAs and mount all relevant documents under a coded numbering system in member-only zones
- verify all links
- develop an on-demand newsletter, which automatically notifies all signatories of all new website postings
- develop a task request system whereby committees and signatories can lodge task requests, verify their online status and if they have been completed
- establish a calendar of key dates to ensure that deadlines are well understood
- track and report on the website's usage.

3.5.2 Other enhancements to the website requested by the Committee or Chair that meet the definitions of Schedule 2 would be added to the website as required.

3.6 General Meetings, Workshops and Other Meetings of a Number of Signatories

3.6.1

Staff at IPENZ are accustomed to setting up formal meetings and workshops as part of their normal activities and, in doing so, adhere to clearly defined protocols and procedures. IPENZ Board meetings and subsidiary Board meetings are run in a similar format to the general meetings and workshops of the IEAs. In 2003, IPENZ ran the IEM at six weeks notice and is familiar with the protocols and procedures of IEMs.

3.6.2

The Secretariat Manager would attend the meetings and workshops, take the minutes and ensure that their review by the Committee and dissemination to all signatories is in accordance with the Rules and Procedures.

3.7 Organisation of Activities Between General Meetings

3.7.1

The process of reviewing and monitoring other signatories is familiar to IPENZ as members of the Standards and Accreditation Board have participated in these reviews.

3.7.2

Applications for provisional membership and the mentoring process would be managed by secretariat staff according to the Guidelines of the MPA.

- The key to the successful organisation of these activities is:
- clear and timely communication with all parties involved
 - good project management

- the ability to meet deadlines and the requirements set out in the Rules and Procedures.

3.8 Response to Enquiries and Requests

3.8.1 IPENZ staff provide a high level of service to their members and would ensure a high standard is maintained for the secretariat so that the signatories have confidence in the services provided. Secretariat staff understand timely responses within three days are important. They would keep a log of all conversations with IEA signatories and update the task logging system on the website each day.

3.9 Financial Records

3.9.1 IPENZ would set up a separate project account within its accounting system to monitor income received from IEA participants and related expenses. It already does this for about ten other legally-independent organisations. Financial accounts are managed by a Chartered Accountant employed by IPENZ. Three other financial administration staff are employed who would process invoices and payments.

3.9.2 Since 2001 all staff at IPENZ have been required to record their time spent against the projects or activities they work on as a normal part of their daily activities. Project codes would be set up for each IEA so that secretariat staff could record their time spent against each one. This information can then be reported back so that the real costs of the secretariat for each agreement can be reliably determined on an ongoing basis.

Section 4. Experience in Delivering Similar Services to Not-for-Profit Organisations

4.1 Through its National Office, IPENZ undertakes the following ongoing roles that are of relevance to its ability to provide a high quality secretariat service to the six IEAs:

- it is the sole accrediting body for engineering education in New Zealand, actively accrediting BE degrees since 1980 and BEngTech degrees since 2001, and having been a foundation signatory of both the Washington and Sydney Accords. In 2006 it was granted provisional status in the Dublin Accord and is preparing its engineering diploma recognition system. Thus it fully understands the types of activities relevant to each of the Accords, is conversant with the issues that arise, and is used to working in the framework of the Accords

- IPENZ took the lead role in developing the compilation of Rules and Procedures for the three Accords – it has a high level of familiarity with how the consolidated Rules and Procedures should apply. It has also been active in the activities the Rules and Procedures cover – mentoring and review visits, thus having relevant experience of what it would be organising as the secretariat

- it is the registering authority for chartered professional engineers in New Zealand, and for its size, runs the largest national section of the InrPE register under the EMF and APEC agreements – it is fully conversant with all the process associated with running registers

- it is a foundation signatory to the ETMF agreement and in July 2007 will launch separate national registers for engineering technologists and engineering technicians
- it provides administrative support services to a variety of organisations, including one licensing body (the Cadastral Surveyors Licensing Board), and nine other membership-based organisations. The Licensing Board contract has run for four years to date, and many of the service contracts to other organisations have been operated for over two decades
- it has two similar organisations (The NZ Computer Society and the Electricity Engineers Association) as sub-tenants drawing some support services from IPENZ National Office
- it provides web development and maintenance services to approximately 35 websites owned by over 20 different organisations – these include interactive and e-commerce facilities. Its web development standards meet New Zealand government e-activity standards, as required under one of the service contracts in progress
- it maintains graphic design, content procurement and desktop publishing capability to produce a variety of high quality periodical and one-off written publications, whether produced in print media or electronically
- it maintains a substantial event management capability running the annual New Zealand Engineering Excellence Awards on behalf of five partner organisations and nine other contributing organisations. This experience means that it understands what is involved with the IEM. In June 2003, IPENZ hosted the IEM at only six weeks notice, fully meeting the expectations of visiting delegations
- IPENZ is a successful service contractor provider – Futureintech, the government-funded initiative, to encourage people into engineering, science and technology careers has run for four years with IPENZ receiving funding of \$NZ1.4 million per year. Funding is currently being renewed for a further four years. Over the last three years, IPENZ has also successfully managed contracts funded by the Tertiary Education Commission (TEC) to research and develop a postgraduate qualification for engineers and computer science professionals in the Information, Communication and Technology sectors. This series of TEC contracts have been undertaken by our proposed Secretariat Manager, with exceptional performance in meeting both time and budget constraints.

Section 5. Communication Skills in English

- 5.1 English is the primary means of communication in New Zealand. Staff at IPENZ who would be involved in the secretariat have English as their first language. Superior communication skills are a key person specification for the project leader position.

- 5.2 On the whole, New Zealand is an outward-looking country due to its smallness and distance from the world markets. New Zealanders tend to travel and experience other cultures. Staff at IPENZ have contact with engineers from a

variety of different cultures who migrate to New Zealand. Senior staff host overseas delegations from other engineering bodies.

Section 6. Staff Resources

6.1 Staff resources available for the secretariat are set out in Section Two. Frontline secretariat staff have outstanding records of achievement in development of new activities and service provision.

6.2 As indicated above, other IPENZ staff with knowledge of IEM and the various IEAs – Chief Executive Andrew Cleland (attended all IEM and IE Workshops since 2001), Director – Learning and Assessment, Brett Williams (attended IEM 2005) and Registrar Jeff Wastney (attended IEM 2003 and 2005). All contribute to the representation function of IPENZ in the six IEAs. Hence they would not be direct contributors to day-to-day operations of the secretariat other than in training, support, and advisory functions, or assist in the correct interpretation of the Rules of each IEA, or to provide standby or emergency cover for the absence of designated staff. Lead volunteers who chair the Standards and Accreditation Board and Competency Assessment Board are respectively Basil Wakelin (involvement in IEM 2003 and 2005, workshops 2004 and 2006) and Paul Wilson (IEM 2005).

6.3 Between these people, IPENZ has considerable mentoring capability, but also the ability to cover for any temporary unavailability of named staff, or to train any replacement staff should this prove necessary. The IT group also includes Manisha Weerasinghe who has worked on the IEA agreements website, so there are three IT staff with reasonable familiarity with it, which is excellent cover.

Section 7. Quality Assurance Measures

7.1 The performance and quality requirements specified in the MPA are noted. These relate mainly to appropriateness, timeliness and security of data. IPENZ as a professional body responsible for setting and maintaining standards and assessing the adequacy of organisations and individuals through accreditation and professional assessment has, of necessity, to maintain high standards in these areas of importance in the operation of a secretariat.

7.2 In IPENZ, quality is assured not only by normal operational systems and adequate supervision but at a higher level by independent working boards and committees who set targets and review outcomes from the day-to-day activities of the organisation. For example, professional and accreditation standards are set and monitored by the Standards and Accreditation Board and professional competence assessment procedures and monitoring are the responsibility of the Competency Assessment Board.

7.3 Thus it is proposed that the operation of the secretariat would be subject, not only to the normal Internal IPENZ operational quality systems, but to an independent oversight committee which will critique the secretariat operation periodically.

7.4 This oversight committee would consist of two senior external independent members, both experienced in the operation of organisations and international agreements. Both members have had extensive experience with the accords and are well known to members of the IEA.

7.5 Dr John Webster is currently Chief Executive of Untec, a large tertiary education provider, and former Chief Executive of Engineers Australia (then IEAust) for eight years, a former President of IPENZ (2002) and Board member (1999-2003). He attended IEM most recently in 2003 and the IE Workshop in 2004. John was substantially involved in the establishment of the EMF and APEC Engineer agreements, and contributed heavily to development of the Washington and Sydney Accords during the 1990s (although wearing an Australian hat at the time).

7.6 Basil Wakeelin is currently chair of the IPENZ Standards and Accreditation Board, former deputy chair of the independent board of the New Zealand Universities Academic Audit Unit and is a national board member of a not-for-profit organisation providing operational services in prisons. He has been heavily involved with international matters since 2003 – in effect he took over the lead volunteer role from John Webster.

7.7 The responsibilities of the oversight committee would include:

- providing advice on protocols and procedures, acting as a reference/advisory/mentoring group
- during the set up of the secretariat, reviewing proposed processes, procedures and security
- meeting with the secretariat as required (initially approximately quarterly) to review performance and outcomes by monitoring security, activity requests and responses, documentary records, website adequacy and financial records
- acting as a facilitator to ensure that any legitimate concern raised by an IEA or its Committee in regard to secretariat performance is addressed, in circumstances where IPENZ does not appear to have responded adequately through direct contact about the issue.

Section 8. Proposed Arrangements for Invoicing and Receiving Payments

8.1 As set out in the MPA, at the beginning of each financial year IPENZ would invoice in euros the IEA participants who have financial obligations under the MPA. If payment is not made within three months, IPENZ would notify the Committee and Chair and act in accordance with their instructions to either give an extension or publish a list of overdue contributions six months after the start of the financial year.

8.2 All payments from IEA participants would be made via telegraphic transfer directly to the IPENZ bank account. IPENZ would cover any related New Zealand bank fees for the receipt of these payments. New Zealand Goods and Services Tax is not applicable to IEA participant fees.



Cadastral Surveyors
Licensing Board of New Zealand

PO Box 12 241
WELLINGTON

1 March 2007

Reference

The Cadastral Surveyors Licensing Board was constituted under the Cadastral Survey Act in 2002. It has had an agreement to have services supplied by IPENZ since April 2003.

This service includes the maintenance of full registrant records, annual invoicing, the collection of fees, the issue of licences and the maintenance of a website and web-based register. IPENZ also provide accounts payable and receivable, financial records and the production of progress and year-end reports. They also manage the annual auditing of the financial report as well as tax returns (GST and RWT).

IPENZ also provides the "Registered Office" of the Board, receives the Board's mail as well as providing fax facilities and answering a direct-dial-in telephone line.

The Board has had excellent service from IPENZ. The staff there have been extremely helpful at all times and have achieved all the required time deadlines which includes the issue of licences and financial reports.

Yours Faithfully

Ian Fargher
Secretary

From: Jonathan Lane [Jonathan.Lane@tec.govt.nz]
Sent: Thursday, March 01, 2007 4:53 PM
To: Sharon Wagg
Cc: r.m.hodgson@massey.ac.nz; Robert Burgess
Subject: Completion of Growth Pilots project: 4006 MU ET ICT "Engineers and ICT professionals for the future"

Dear Sharon

As discussed, I wish to acknowledge that The Institution of Professional Engineers New Zealand (IPENZ) and Massey University have completed the Growth Pilots project 4006 MU ET ICT "Engineers and ICT professionals for the future". This project received government funding of \$450,000 including GST over two years through the Growth and Innovation Pilot Initiatives fund (administered by TEC). The TEC contracted Massey University to deliver the project. IPENZ has been the TEC's main point of contact with the project, and has coordinated reporting to the TEC. IPENZ and Massey University submitted a final report in 30/1/06 indicating that the project has been completed in accordance with the contract, within budget and on time, and the TEC has accepted that report.

Thank you for your contribution to the project.

Regards

Jonathan Lane

Strategy and Research - Growth and Innovation Funding

Senior Advisor GIF

Tertiary Education Commission Te Amōrangī Mātauranga Mātaua

:: DDI: 04 462 5218 Fax: 04 462 5408

:: PO Box 27 048, Wellington

:: Jonathan.Lane@tec.govt.nz

:: www.tec.govt.nz

CURRICULUM VITAE

Name Sharon Wagg

Organisation The Institution of Professional Engineers New Zealand Inc.

Qualifications

Master of Business and Administration, Massey University	1998
Diploma in Second Language Teaching, Massey University	1991
Diploma in Teaching, Massey University	1991
Bachelor of Arts, Massey University	1978

Employment Record

Current – Professional Development Manager IPENZ
September 2003 – January 2007: Knowledge Services Manager IPENZ
2001 – 2003: Director, Centre for Executive Development, Massey University Graduate School of Business, Wellington
1999 – 2001: Business Manager, Massey University Graduate School of Business, Palmerston North
1996-1998: Teaching Massey University English Language Centre, Palmerston North
1992 – 1996: Lecturer International Pacific College, Palmerston North
Pre-1992: Part-time positions due to family commitments held at
Manawatu Polytechnic Palmerston North - Tutor to refugees and migrants seeking work
Awatapu College Palmerston North - Set up English language programme for international students
Westpac Bank Palmerston North - Customer Service Role
1978: Assistant Advisory Officer, Department of Trade and Industry Wellington

Significant Achievements and Responsibilities

Started the IPENZ Professional Development Programme late 2003 for the IPENZ Membership and engineering profession linking it to the Competence Standards for Professional Engineers, Technologists and Technicians. The programme broke even in less than two years. In the last financial year the gross revenue was close to \$NZ500,000 from 80 courses. Members and companies now recognise the value of the programme, approaching IPENZ to meet their professional development needs.

At the same time three successive projects funded by the Tertiary Education Commission (TEC) with a total value of \$NZ750,000 have been undertaken to research and develop further education and training for engineers and ICT professionals in the ICT sector. Two projects have been completed on time, to budget and the final reports have been accepted by TEC.

As Director, Centre for Executive Development, ran a fully commercial unit within the Graduate School of Business, tailoring credit and non-credit courses for all levels of management in a range of organisations in both the public and private sectors. Achieved significant cultural changes in some organisations including one of the major banks in New Zealand.

Managed Massey University's Doctor of Business and Administration programme from its inception in 1999. The DBA is a professional doctorate for senior leaders and managers and was the first to be offered in NZ. Involved with the research process to review the Massey University MBA curriculum in 1999.

CURRICULUM VITAE

Name Josie Nolan

Organisation The Institution of Professional Engineers New Zealand Inc.

Qualifications

School Certificate – four subjects	1993
School Certificate – one subject	1994
Sixth Form Certificate – two subjects	
Sixth Form Certificate – five subjects	1995

Employment Record

March 1998- December 1999: Senior Receptionist, Richard Pearse Quest Establishment Hotel
January 2000 – May 2000: Part-Time Receptionist, Quest Wellington Apartments, Wellington
May 2000 – October 2002: Receptionist & Sales Secretary, CanWest New Zealand Ltd More FM, Channel Z, RadioWorks Wellington, TV 3 Network
October 2002 ~ May 2004: Reservations Sales Agent, Intercontinental Hotel Wellington
May 2004 – Current: Personal Assistant to Director and Team Administrator, Learning and Assessment Team

Significant Achievements and Responsibilities

Provide full personal assistant support to the Director – Learning and Assessment and general support to other professional staff. Provide administration and document management for the Competence Assessment Board and Standards and Accreditation Board and three Fellowship Panels. Undertake administration arrangements for accreditation visits.

Develop and maintain administration systems for all IPENZ learning events (professional development courses) organised by IPENZ. Involves maintaining online course registrations and invoicing, liaising with facilitators, venues and answering Members queries. Organising printing of course materials, name tags and evaluation forms. This is all completed to deadlines.

Arrange travel and accommodation for IPENZ learning events, subsidiary Board meetings, Assessor training and staff members. Undertake other administrative duties for the learning and assessment team as required.

To provide all this support I have gained strong computer skills in Word, Excel, power-point, databases and Outlook. Proven organisational and administrative skills with a pro-active approach to tasks.

A team person who helps others achieve their goals and shares information. Can-do attitude and sense of humour. I am also involved in staff organisational committees such as the Social Club and Emergency Preparedness Team.

CURRICULUM VITAE

Name Dale Cooper
Organisation The Institution of Professional Engineers New Zealand Inc.

Qualifications and Professional Memberships
Bachelor of Information Technology, Otago Polytechnic 1999
Member of the Institute of Engineering and Technology
Affiliate of IPENZ

Employment and Professional Memberships
2006 - present: Information Technology Manager, IPENZ
2000 - 2006: Web Development Officer, IPENZ
1999: DBA/Support person, Southland Hospital Board

Significant Achievements and Responsibilities

My current role involves the management of IPENZ IT development and maintenance programmes as well as safeguarding and enhancing the existing IT Infrastructure.

Key responsibilities:

- Web hosting facilities, - ensuring sites are available and secure. IPENZ currently hosts 36 individual websites
- Web development - both for IPENZ, its sub-groups and external clients such as the New Zealand Ministry of Education
- Application development - web applications, databases and others. We have a strong focus on software specification
- User support - over 50 users several of whom work outside of the National Office requiring general assistance, software updates
- System infrastructure - proactively ensuring the integrity of the network and other IT resources. Includes AV/Spam protection, firewalls, physical security
- Project management - the above responsibilities often require a significant amount of planning and resources.

Four staff who support the above activities include a web/applications developer, support technician, business analyst and a web designer.

CURRICULUM VITAE

Name: Beau Broadhead

Organisation The Institution of Professional Engineers New Zealand Inc.

Qualifications:
Diploma Information and Communications Technology(Level 6), Weltec 2003
Bachelor of Arts, Victoria University 1995

In 2003 I graduated with a Diploma in ICT(6) from Weltec and have a strong interest in programming. My areas of technical study include Visual Basic 6.0, Java and database development using T-SQL with Access 2000 and SQL Server. In addition I have learnt Javascript and vbscript using the ASP server side technology. I have also covered administration of IIS and Apache web servers.

Current Employment

I am currently working full time as a website administrator/developer at IPENZ mostly building web-based applications for performing administrative tasks within the organisation. I am also responsible for maintaining the 30 websites hosted by the organisation (including the International Engineering Agreements site) and performing website and some other IT support work. I have been working at IPENZ for three years.

Employment History

- 2003 – present: Web Site Administrator/Developer. The role involves:
- Programming with Coldfusion/Javascript
 - HTML / CSS
 - Programs commonly used- MS Access, Photoshop, Dreamweaver, SQL server, IIS
 - Website and other IT support tasks
 - Fielding queries from members and the public regarding websites hosted by the organisation.
 - Requirements analysis for development of internet/intranet systems.

I have largely been creating Coldfusion applications and completed an advanced Coldfusion Course in 2005.

- 2000 – 2001: Digipath and Xerox 6135 operator, Wickliffe Press. The role involved
- Docutech 6135 operator working regular day shift. 8am-4.30pm.
 - Software used—MSExcel , MSWord, Pagemaker, Photoshop

- 1995 – 2000: Reprographic Operator, Printing Department, Victoria University
One of eight staff in the printing group. The role involved:
- Sole nightshift operator working 1.00-9.00pm shift
 - Operation of high volume laser printers producing student notes, exam papers etc. Docutech 135
 - General clerical duties

Possible proposer
Address

January 10th, 2007

Dear ...,

Request for Proposals

I am seeking proposals for the provision of secretariat services for a consortium of International Engineering Agreements (IEA), from organizations affiliated with an IEA, for the administration of their activities. The signatories have appointed me to chair a Selection and Monitoring Committee (SAM). SAM will review proposals and recommend a provider to the consortium.

Background

The members of the consortium accredit engineering courses and govern the mobility of engineering personnel between a number of countries. These activities have been going on for many years and the number of participant countries has grown over that time. The amount of administrative work has also grown to an amount that warrants the services of a professional secretariat.

The consortium has agreed on a Multi-Party Agreement (MPA), which defines its secretariat needs and the related matters of selection, management and funding of a professional secretariat. A copy of the MPA is attached.

Services Required

The schedules to the MPA show:

1. a list of signatories to the agreement,
2. the scope of work,
3. estimates of the hours needed for the work,
4. tables of programs and registrants,

5. the number of accredited programs and the number of registered engineering personnel, which will indicate the type and extent of the work needed and the number of units being administered.

In addition there will be some work involved in servicing applicants to the various IEA and the general meetings of the consortium members presently called the International Engineering Meetings (IEM). The consortium is seeking a fixed price for all of this work.

Although no other work is presently anticipated, specific projects may arise from time to time. Please include in your proposal an hourly rate for such work should it arise.

The service contract is for a four-year term with an option of a two-year extension. Each term is subject to a review and continuation is based on satisfactory performance. In addition SAM will review costs and work estimates in conjunction with the provider in 2009 to determine the appropriateness of the initial estimates. The on-going cycle is described in the attached timeline.

Rules and Procedures for the IEA have been consolidated into a single document, a copy of which is attached. The document has been approved in principle but is to be considered and formally approved at the IEM in June 2007.

Resources provided by the consortium

The IEAs will provide policy and interpretative knowledge of their activities. They will also be responsible, as far as they can, for the prompt payment of contributions of participants to overall costs and the effective operation of the MPA.

They will provide knowledge and experience of past activities. There will be a transition period of 3 months in which current secretariats will assist in transferring the work to the provider.

Timetable

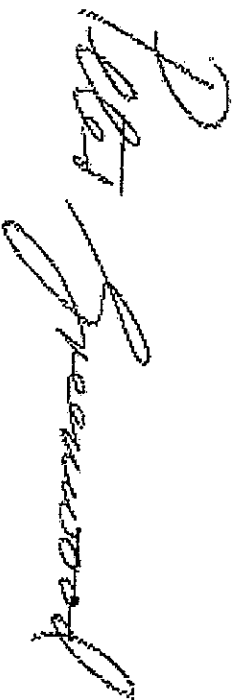
1. Your proposal should reach Professor Alan Bradley at the address below by 4:30 p.m., Eastern Australian Standard Time on Monday 12 March 2007.
2. The IEA chairs will be advised in April of the preferred provider selected by SAM. The preferred provider will be given notice of the selection to enable preparations to be made.
3. The Governing Group will meet the preferred provider at the IEM in June 2007 and approve the appointment. A contract will be signed and the handover period will also begin at the June 2007 IEM.
4. SAM will update the data table early in July 2007 and calculate IEA signatory contributions. The information will be supplied to the provider and the IEA signatories.

SAM Contact

Chair, Selection and Monitoring Committee,
C/- Professor Alan Bradley – as above.

I look forward to receiving your proposal.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Greenwood', written in a cursive style.

Dr Peter Greenwood, Hon.FIEAust, CPEng, EngExec
Chair, Selection and Monitoring Committee

Attachments

MP A and attachments
Timeline
Rules and Procedures

