

PART 3

APEC ENGINEER COORDINATING COMMITTEE RULES

1. General

- 1.1** These Rules have been developed and will be applied in accordance with the provisions of the APEC Engineer Framework, and are intended to be read in conjunction with those provisions. Should the requirements of the Rules and those of the Framework be found to be inconsistent, the requirements of the Framework will prevail.

2. Review Procedures

- 2.1** The assessment system applied by each authorised Monitoring Committee in controlling entry to the Register of APEC Engineers 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 secretariat 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.

Any authorised Monitoring Committee which effects a substantial change to its assessment processes is obliged to report such a change to the secretariat and thus to provide the other authorised Monitoring Committees with an opportunity to request that the scheduled monitoring exercise be brought forward.

- 2.2** Upon receipt of a written request from the secretariat, each authorised Monitoring Committee will nominate two representatives to take part in monitoring the assessment criteria and procedures of any other authorised Monitoring Committee, and undertake to meet the costs incurred by that representative. This clause shall not require any Monitoring Committee to provide more than one such representative in any calendar year.
- 2.3** Three representatives will be selected by the Coordinating Committee from the list of nominees to form the review team, which shall include at least one participant with experience in engineering education, and one from an industrial or professional background. The 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.
- 2.4** The Monitoring Committee subject to review will be advised by the secretariat of the proposed composition of the review team, and 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.
- 2.5** The Monitoring Committee subject to review will be given at least six months notice of the monitoring exercise, and will be invited to propose a suitable process, 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, graduate training schemes and professional interviews.
- 2.6** Discussions relating to a monitoring exercise undertaken in accordance with these Rules will be held in confidence. At the conclusion of each exercise, the review team will forward its report

and recommendations to the secretariat as soon as reasonably practicable. A copy of the report will be furnished to each authorised Monitoring Committee through the secretariat.

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

- (a) that the APEC Engineer Coordinating Committee extend the authorisation of the Monitoring Committee to operate a Register of APEC Engineers within their economy for a period of six years; or
- (b) that the APEC Engineer Coordinating Committee extend the authorisation of the Monitoring Committee to operate a Register of APEC Engineers 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 APEC Engineer Coordinating Committee that all specific issues of concern identified by the review team have been or will be addressed; or
- (c) that the APEC Engineer Coordinating Committee suspend the authorisation of the Monitoring Committee to operate a Register of APEC Engineers within their economy, and that urgent and specific assistance be offered by the APEC Engineer Coordinating Committee to help the Monitoring Committee to address the deficiencies identified by the review team.

2.8 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 status of any practitioner who has gained recognition through listing on the relevant Register of APEC Engineers.

3. Appeals

3.1 Where an adverse recommendation has been made, and accepted by the APEC Engineer 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.

4. Authorisation to Operate an APEC Engineer Register

- 4.1** Applications for authorisation to operate an APEC Engineer Register within an economy must conform to the principles set out in *The APEC Engineer Manual* and to such guidelines as may be approved from time to time by the APEC Engineer Coordinating Committee
- 4.2** In applying for authorisation to operate a Register of APEC Engineers, a Monitoring Committee will be required to prepare and submit to the APEC Engineer Coordinating Committee a statement of the proposed assessment criteria and procedures, which will be subject to comprehensive review under procedures similar to those used in monitoring the performance of existing authorised Monitoring Committees.
- 4.3** Following that review, authorisation will require support from two-thirds of the authorised Monitoring Committees.

5. General Meetings

- 5.1 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 three months notice of a general meeting. Items for discussion at a general meeting should be submitted to the secretariat at least two months prior to the meeting, and the agenda and business papers should normally be distributed to the members at least one month prior to the meeting.
- 5.2 A general meeting shall be convened within three months of receipt by the secretariat of a request submitted in writing over 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 general meeting, and the agenda of the meeting shall be restricted to consideration and resolution of those matters.
- 5.3 The time and place of any general 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 major international conference or similar event.
- 5.4 Each Monitoring Committee will arrange for at least one representative to attend the general meeting. At the meeting, each Monitoring Committee will have one vote, and a simple majority will suffice for a decision on any matter, unless otherwise specified in *The APEC Engineer Manual* or in these Rules.
- 5.5 No Monitoring Committee will be required to comply with a decision of a general meeting when compliance would require them to act in a manner which is contrary to their constitution, or, where relevant, beyond their statutory authority.

6. Voting

- 6.1 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. Changes to Rules

- 7.1 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 secretariat 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.

8. Chair

- 8.1 At the conclusion of each general meeting, a Monitoring Committee will be appointed by the members to provide the Chair of the Coordinating Committee. The Chair shall hold office for a period which will be determined by the members, but which will not exceed two consecutive terms, each of two years duration.

9. Secretariat

- 9.1** At the conclusion of each general meeting, a Monitoring Committee will be appointed by the members to provide the secretariat, and will discharge that responsibility until the conclusion of the next succeeding general meeting. No Monitoring Committee may provide the secretariat for more than two consecutive terms, each of two years duration.
- 9.2** The Chair and the secretariat will normally come from different Monitoring Committees.
- 9.3** The secretariat will maintain a record of the deliberations and decisions at each general meeting 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 APEC Engineer Coordinating Committee.

10. Reports

- 10.1** The APEC Engineer Coordinating Committee will maintain close linkages with the APEC Human Resources Development Working Group with regular reporting.