



# INTERNATIONAL ENGINEERING ALLIANCE

## GOVERNANCE STRUCTURE & PROCEDURES

### **PREAMBLE**

The International Engineering Alliance is an association of like-minded multi-lateral agreements that promote global professional mobility and that foster and recognize excellence in engineering educational qualifications and professional competence.

### **VERSION: 2021.1**

The International Engineering Alliance Governance Structure and Procedures are current as of 21 June 2021.



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## 1. PURPOSE

The International Engineering Alliance (IEA) seeks to enhance global professional mobility and the quality of engineering education and professional competence. We do this by building collaborative consensus around an internationally recognised suite of engineering accreditation, graduate attribute, and professional competency standards, and robust quality assurance mechanisms that recognise jurisdictional accreditation and licensure systems.

## 2. INTERPRETATION

Affiliate	An organisation with interests or responsibilities aligned to the purposes of the International Engineering Alliance but which is not entitled to be a member.
Constituent	A Multi-Lateral Accord/Agreement that has been admitted into the International Engineering Alliance.
General Assembly	The representative body of the International Engineering Alliance.
Governing Group	The executive body of the International Engineering Alliance and the IEA General Assembly.
IEA Member	A Signatory or an organisation holding Provisional or Conditional status in an Accord, or an Authorised, Conditional or Provisional Member of an Agreement.
IEA Voting Member	A Signatory of an Accord or an Authorised Member of an Agreement.

## 3. CONSTITUENTS, MEMBERS, AND AFFILIATES

- 3.1 The Constituents of the International Engineering Alliance are multi-lateral Accords/Agreements (MLAs) that have goals and objectives aligned with the purpose of the International Engineering Alliance, and whose constitution and mode of operation are regarded by the International Engineering Alliance as similar to those of some or all of other IEA Constituents.
- 3.2 The members of the Constituents automatically qualify as members of the International Engineering Alliance.
- 3.3 Admission of a new Constituent to the International Engineering Alliance shall require the unanimous agreement of all current IEA Constituents.
- 3.4 IEA Constituents may resign from the IEA by giving 24 months' notice and fulfilling any residual obligations during that period of notice.
- 3.5 If, in the views of all other IEA Constituents, a Constituent fails to meet its obligations, even after receipt of written notice and one year to remedy the issues raised in the notice, the participation of the Constituent in the International Engineering Alliance may be terminated, such termination becoming effective on a date to be decided by the other IEA Constituents.

- 3.6 A resignation, termination or admission of a Constituent, or a change in the members within a Constituent, shall automatically update the membership of the International Engineering Alliance.
- 3.7 The International Engineering Alliance may recognise an organisation with interests or responsibilities aligned to the purpose of the International Engineering Alliance as an Affiliate of the International Engineering Alliance.

## 4. GOVERNANCE

- 4.1 The governance of the International Engineering Alliance shall be a shared responsibility (as delineated below) of the IEA Constituents, the IEA Governing Group, and the IEA General Assembly in accordance with the provisions of the current version of this document (IEA Governance Structure and Procedures).
- 4.2 The IEA Constituents shall be responsible for the internal governance of their corresponding Accord/Agreement, and collectively for the admission and termination of Constituents.
- 4.3 The IEA Governing Group shall serve as the executive body of the IEA and of the IEA General Assembly with membership, roles, and responsibilities as described elsewhere in this document.
- 4.4 The IEA General Assembly shall serve as the representative body of the IEA with membership, roles, and responsibilities as described elsewhere in this document.

## 5. THE IEA GENERAL ASSEMBLY

- 5.1 The IEA General Assembly is the representative body of the IEA. The IEA General Assembly shall consider all matters that are proposed by the Governing Group to be common across all IEA Accords and Agreements. In the event that the Executive Committee of one or more Accords or Agreements requests that a matter be considered individually by the Accords and Agreements, the matter shall be referred to the Accords and Agreements for action.
- 5.2 The IEA General Assembly shall consist of representatives of all members of the IEA. As defined in the current "IEA Governance Structure and Procedures" this includes "a Signatory or an Organisation holding Provisional or Conditional status in an Accord, or an Authorised, Conditional, or Provisional Member of an Agreement."
- 5.3 Voting members of the IEA General Assembly are the Signatories of the Accords and the Authorised Members of the Agreements.
- 5.4 Each voting member of the IEA General Assembly shall be entitled to one vote. An official representative of a voting member must be present to vote (no proxy voting).
- 5.5 The quorum required for action by the IEA General Assembly shall be two-thirds of the current voting members at the time of the meeting.

- 5.6 Provisional, Conditional, and Affiliate status organizations in the IEA, IEA Accords, or IEA Agreements have the right to participate in discussions of the IEA General Assembly without vote.
- 5.7 The IEA General Assembly shall meet at least once annually, generally as part of the annual IEA meeting. Normally such meetings will only include representatives of members in physical attendance, but in unusual circumstances that disrupt delegate travel, provisions may be made for participation via telecommunication mechanisms.
- 5.8 The Agenda for an IEA General Assembly meeting shall be developed by the IEA Governing Group and distributed, including background material for action items, no less than 30 days prior to a meeting. Substantive action items shall require at least 120 days' notice prior to the meeting.
- 5.9 The chair of the IEA Governing Group shall normally serve as chair of the IEA General Assembly. In the event that the chair of the Governing Group is unable or unavailable to chair a meeting of the IEA General Assembly, the deputy chair of the Governing Group shall serve as temporary chair.
- 5.10 A two-thirds majority of current voting members shall be required for action by the IEA General Assembly except in instances for which a different majority is specified.
- 5.11 10 voting members, present and voting may request and be granted a written (secret) ballot on any issue under consideration by the IEA General Assembly.
- 5.12 If the Executive Committee(s) of one or more IEA Constituents (Multi-Lateral Agreements) indicate their desire for a matter to be considered by the Accords and Agreements individually, the matter shall be referred to the meetings of the Accords and Agreements for action.
- 5.13 By invitation from the IEA Governing Group, visitors may take part in the meetings of the IEA General Assembly without vote.
- 5.14 The IEA General Assembly shall each year elect one at-large member of the IEA Governing Group. In even-numbered years an at-large representative shall be elected from a Signatory not already represented on the Governing Group at the time of their election. In odd-numbered years an at-large representative shall be elected from an Authorised Member not already represented on the Governing Group at the time of their election. The term of an at-large member shall be two years with a two-term maximum. If an at-large member is elected to a Chair or Deputy Chair position in an Accord or Agreement, their seat shall become vacant until the election of a replacement to fill the remaining portion of the term can be held at the next meeting of the IEA General Assembly. If there are more than two candidates for an at-large position on the IEA Governing Group, additional ballots shall be taken until a single candidate achieves the majority of votes cast.
- 5.15 The IEA General Assembly shall approve organisations proposed by the IEA Governing Group for Affiliate status in the IEA. A two-thirds majority of current voting members shall be required for approval of an organization for Affiliate status.

- 5.16 The IEA General Assembly shall receive reports, at least annually, from the Governing Group on IEA activities.
- 5.17 The IEA General Assembly shall monitor the activities of the IEA Governing Group, and may suggest initiatives and working groups to further the purposes of the IEA.

## 6. THE IEA GOVERNING GROUP

- 6.1 The IEA Governing Group shall serve as the executive body of the IEA and of the IEA General Assembly. The Governing Group shall undertake and coordinate activities in support of the purpose of the International Engineering Alliance.
- 6.2 The voting membership of the Governing Group shall include the Chair of each IEA Constituent (Accord and Agreement), the Deputy Chair of each IEA Constituent, and two “At-Large” members elected by the IEA General Assembly (in alternate years). The “At-Large” representatives shall be elected from un-represented Signatories in even-numbered years and from unrepresented Authorized Members in odd-numbered years. “At-Large” representatives shall be elected one from Signatories and one from Authorized Members not already represented on the Governing Group at the time of their election. The term of an At-Large member shall be two years with a two-term maximum. If an At-Large member is elected to a Chair or Deputy Chair position in an Accord or Agreement, their seat shall become vacant until the election of a replacement to fill the remaining portion of the term can be held at the next meeting of the IEA General Assembly. The Governing Group may appoint up to two individuals with particular experience or expertise that is relevant to current activities of the Governing Group in a non-voting, advisory capacity.
- 6.3 The Governing Group shall elect a chair and deputy chair from amongst its members. Alternatively it may appoint a natural person from one of the voting members of the IEA as an independent chair of the Governing Group and the IEA.
- 6.4 If an independent chair is appointed, that person shall have no vote, and shall have no role in the activities of any IEA Constituent that would be seen to be materially at odds with the independence of the role of chairperson.
- 6.5 The chair of the Governing Group shall normally serve as chair of the IEA and of the IEA General Assembly. In the event that the chair of the Governing Group is unable or unavailable to chair a meeting of the IEA General Assembly, the deputy chair of the Governing Group shall serve as temporary chair.
- 6.6 The Governing Group shall meet face to face at least annually, and shall schedule at least three additional meetings per year including by other means such as video conference, teleconference, or electronically.
- 6.7 Each voting member of the Governing Group who is present at a meeting has one vote. Proxy voting is not allowed at Governing Group meetings.
- 6.8 At least two-thirds of the voting members of the Governing Group must be present for a Governing Group meeting to be quorate. Action by the Governing Group requires a two-thirds majority vote of the voting members unless otherwise specified.

- 6.9 Through their representatives, IEA Constituents are obliged to participate fully in meetings of the Governing Group, having fully prepared, including consulting their own Accord/Agreement members.
- 6.10 The costs of Governing Group members participating in the activities of the Governing Group shall normally be met by the IEA member of the Governing Group member.
- 6.11 The Governing Group shall report to the IEA General Assembly on its activities in a regular and systematic manner, including at least at the annual meeting of the General Assembly.
- 6.12 The Governing Group shall facilitate consultation to assist the ongoing development of a cohesive framework of good practice exemplars or principles of engineering accreditation, graduate attribute and professional competency standards, and robust quality assurance mechanisms that recognize jurisdictional accreditation and licensure systems.
- 6.13 The Governing Group shall develop and maintain a framework of policies on matters which are common to all IEA Constituents. These may include but are not limited to policies for determining hosting rights of meetings, determining reasonable travel and accommodation costs, language of documents, and ensuring safety of participants. Such policies and their modification will be subject to the approval of the IEA General Assembly.
- 6.14 The Governing Group shall maintain a glossary of terms to assist interpretation of this agreement and the MLAs of the IEA Constituents themselves.
- 6.15 The Governing Group shall appoint and supervise the operation of a secretariat which provides services to all IEA Constituents, the IEA General Assembly, and the International Engineering Alliance as a whole on an ongoing basis.
- 6.16 The Governing Group shall develop the schedule and programme for the holding of annual general meetings of the IEA Constituents and the annual meeting of the IEA General Assembly.
- 6.17 The Governing Group shall decide the dates, host and venue, and approve the budget for such coordinated meetings, normally at least two years in advance. Information regarding the annual general meetings, including the budget, shall be presented by the Governing Group to the IEA General Assembly two years in advance of the meeting.
- 6.18 The Governing Group shall monitor the organisation of such meetings to ensure appropriate arrangements meeting the needs of all IEA Constituents and members are put in place. The Governing Group shall present a summary final report, including final attendance and financial information, at the subsequent annual meeting of the IEA General Assembly.



- 6.19 The Governing Group may allocate resources to furthering the purpose of the International Engineering Alliance by activities which may include:
- Promotion to potential Constituents and potential Signatories and Authorised Members.
  - Providing information to other relevant international, regional, or national organisations
  - Representation at key international events.
  - Collaboration with other like-minded organizations on matters consistent with the purpose of the IEA.
- 6.20 The Governing Group may establish working groups to investigate issues or develop proposals on behalf of the International Engineering Alliance.

## **7. PUBLIC REPRESENTATION**

- 7.1 The IEA Governing Group chairperson shall normally be the public representative for the IEA Governing Group, the IEA General Assembly, and the International Engineering Alliance. In the event that the IEA Governing Group chairperson is unavailable to be the public representative, the deputy chair of the IEA Governing Group will temporarily serve in their place.

## **8. SECRETARIAT**

- 8.1 In carrying out the secretariat appointment role, the IEA Governing Group shall prepare a scope of services and manage a tender and selection process. That process shall be published as a schedule to this document (Schedule 1).
- 8.2 In carrying out the supervision role, the IEA Governing Group shall establish performance indicators, shall obtain regular reports from the provider of the secretariat on its performance against relevant performance indicators, shall seek feedback from the IEA General Assembly, and shall actively manage any shortfall in performance.
- 8.3 The IEA Governing Group shall report, at least annually, to the IEA General Assembly on the performance and activities of the secretariat.

## **9. RESOURCES**

- 9.1 Members of the International Engineering Alliance are obliged to contribute to the costs of a common secretariat to service all the IEA Accords/Agreements, the IEA General Assembly, the IEA Governing Group, and the costs of any independent chairperson.
- 9.2 The IEA Governing Group shall determine principles by which costs are equitably shared amongst the members of the International Engineering Alliance, and paid by annual member contributions. It shall maintain the relevant policy as a Schedule to this document (Schedule 2). Modifications to Schedule 2 shall be proposed by the IEA Governing Group at least 120 days prior to a meeting of the IEA General Assembly and ratified by a two-thirds majority vote of the current voting members of the IEA General Assembly.



- 9.3 The IEA Governing Group shall determine the extent to which the contributions of the members shall exceed the costs of providing the secretariat. In doing so the IEA Governing Group shall take into account:
- The costs of representation and other activities of the IEA Governing Group that cannot reasonably be expected to be met by voluntary contributions from the members.
  - The extent to which one-off fees, such as application fees might contribute to meeting the costs of activities.
  - The views of members as presented at a meeting of the IEA General Assembly for which this topic has been notified in advance for discussion.
- 9.4 The IEA Governing Group may propose an annual fee for Affiliates to the IEA General Assembly for their approval. The annual fee must be approved by a two-thirds majority of the current voting members of the IEA General Assembly
- 9.5 The IEA Governing Group is authorised to seek grant, contract, and gift funding, either unilaterally or in collaboration with other like-minded organisations, to support activities consistent with the purpose of the IEA. Any such activity shall be reported to the IEA General Assembly at its annual meeting.
- 9.6 IEA Constituents shall use their best endeavours to ensure their members meet their obligations to contribute to costs.
- 9.7 Resources held by the International Engineering Alliance shall be lodged with the provider of secretariat services which shall ensure that effective processes meeting good accounting and reporting standards are established (as a condition of the service arrangement).
- 9.8 The provider of secretariat services shall report annually to the IEA General Assembly regarding the financial situation of the IEA.
- 9.9 The provider of secretariat services shall take instruction from the Governing Group on the use of resources.

## **10. CHANGES TO THE IEA GOVERNANCE STRUCTURE AND PROCEDURES**

- 10.1 Changes to the IEA Governance Structure and Procedures may only be made by a two-thirds majority vote of the current voting members of the IEA General Assembly, provided that such decision may not be made until the proposed changes have been publicised to the members of the IEA General Assembly at least six months in advance.
- 10.2 Changes to the Schedules may be made by a two-thirds majority vote of the current voting members of the IEA General Assembly, provided that such decision may not be made until the proposed changes have been publicised to the members of the IEA General Assembly at least 120 days in advance.

## 11. TERMINATION OF THE IEA

11.1 The arrangement set out in this “IEA Governance Structure and Procedures” may be terminated if all the IEA Constituents agree, but if the number of IEA Constituents drops below three it shall automatically terminate. Termination will take effect at a date set by the IEA Governing Group and ratified by the IEA General Assembly, taking into account the need for completing activities in progress and the time necessary for any transition to a new body.

## 12. COMPOSITION OF THE IEA

12.1 The foundation Constituents of the International Engineering Alliance under this Agreement on 1 July 2014 were the Multi-lateral Accords / Agreements which had formed part of the informal predecessor created in 2008, also named the International Engineering Alliance:

- Washington Accord
- Sydney Accord
- Dublin Accord
- International Professional Engineer Agreement
- APEC Engineer Agreement
- International Engineering Technologist Agreement

12.2 The Constituents of the International Engineering Alliance under this Agreement on 1 July 2021 were the Multi-lateral Accords/Agreements listed in Section 12.1 above and the:

- Agreement for International Engineering Technicians

12.3 The members of the International Engineering Alliance on 1 July 2021 shall be the members of the Multi-lateral Accords/Agreements set out in Sections 12.1 and 12.2 above. This includes all Signatories and organisations holding Provisional or Conditional status in an Accord and all Authorised Members, Provisional Members, and Conditional Members of an Agreement.



## Document & Version Control

Version/Effective From	Summary of Changes	Approved	Minutes
2021.1 / Effective from 21 June 2021	Review undertaken by working group.	Proposed Revised International Engineering Alliance Governance Structure and Procedures (Final Clean Version 6; 18 March 2021) was approved by IEA Members (Signatories and Authorised Members) at IEAM June 2021	IEA21- IEA Forum Session