

ENGINEERING PRACTICE BOARD (EPB) - TERMS OF REFERENCE

1.1 Responsibilities and Delegated Authorities

In seeking to enhance the practice of engineering, the Engineering Practice Board, through delegated authority from the governing Board shall:

- oversee the technical leadership role of IPENZ in the context of IPENZ acting as the hub of the self regulating engineering profession;
- identify and monitor engineering practice issues and risks affecting or potentially affecting the profession, its clients and the public at large;
- monitor the engineering practice, engineering knowledge and disciplinary programmes of work managed or co-ordinated through National Office to ensure that the most important issues and risks are addressed in a timely and professional manner;
- convene a consultative Engineering Practice Forum, involving stakeholders from other membership-based engineering organisations with interests in engineering practice.

In this context, technical leadership means taking the initiative to resolve issues of technical standard setting, identifying suitable practice etc. of our own volition, anticipating needs, rather than remedying failures. Engineering practice is concerned with the day to day work of engineers fulfilling technical and related managerial roles – it is about how they use engineering knowledge in a responsible manner in fulfilling their duties to clients or employers.

1.2 Modus Operandi

The Engineering Practice Board meetings may be held face to face, by teleconference or video conference, or electronically. Approval of recommendations may be by electronic means. Decisions or approval on matters that are made electronically must be documented and confirmed in the minutes of the next meeting of the Engineering Practice Board. The Engineering Practice Board shall seek to reach unanimous agreement by consensus. Where a recommendation is approved by majority rather than unanimously, this shall be noted in the minutes.

The Engineering Practice Board shall report to the governing Board on its activities and any decisions made under delegated authority through its minutes and by an annual report. Additionally, the governing Board representative shall act as a conduit to ensure that any engineering practice issues are notified to both Boards, and appropriate means are put in place to address them. The governing Board representative shall ensure that the activities of the Engineering Practice Board align with the Institution's Strategic and Business Plan.

The Engineering Practice Board shall advise the Chief Executive if it is concerned about the adequacy of resources to ensure that issues can be dealt with in a satisfactory and timely manner.

1.3 Engineering Practice Forum

The Engineering Practice Forum consists of representatives of each Technical Interest Group (TIG) and Collaborating Technical Society (CTS) of IPENZ, plus representatives of those kindred bodies (KB) which the EPB considers contribute to technical leadership in the profession.

The purpose is to provide an opportunity to discuss technical leadership and engineering practice issues in the profession with the Engineering Practice Board in order to develop better coordinated work programmes in engineering practice across the profession.

The Engineering Practice Forum has no decision-making power, and exists solely for consultation.

The governing Board shall determine the date and place for the Forum. It requires that the EPB determine the programme and consultation papers at least one month in advance of the Forum so information can be pre-circulated to participants.

The Director – Engineering will make any logistical arrangements for the Forum.

1.4 Composition

The EPB shall consist of:

- normally six (6) and no more than nine (9) Members appointed by the governing Board for their knowledge of engineering practice and who collectively shall cover a spectrum of engineering disciplines and employment sectors. Each such member of the Engineering Practice Board shall be appointed from the Membership for two year terms, with a normal maximum of three consecutive terms.
- one further member, being a member of the governing Board, appointed by that Board annually.

One member of the Engineering Practice Board shall be appointed annually by the governing Board as Engineering Practice Board Chair.

The Engineering Practice Board may invite representatives of TIGs, CTSs or KB to attend one or more meetings at its discretion but at their own cost.

At the invitation of the Engineering Practice Board Chair, the Chairs of the Competence Assessment Board and/or the Standards and Accreditation Board may attend and participate in discussion in non-voting capacities.

The Director – Engineering shall act as Secretary to the EPB.

The governing Board shall retain the right to review the composition of the Engineering Practice Board at any time.