

Registration Subcommittee - Terms of Reference

Purpose

The Registration Subcommittee (**'RSub'**) is responsible to the Membership & Qualifications Committee (**'MQC'**) for overseeing the admission of applicants to professionally qualified grades of membership, registration and Fellowship.

It also has oversight of ensuring appropriate processes for registering suitable applicants with the Engineering Council, Science Council, Society for the Environment, Board of Professional Engineers Queensland, and Environment Agency in accordance with each regulator's requirements.

The Committee has responsibility for the activities specified in Engineering Council's Regulations for Registration (para. 25).

Operational activities are generally handled by the Standards Panel and Virtual Election Panel for which RSub retains responsibility; each of these has their own Terms of Reference.

Duties and responsibilities

Reporting to and seeking approval from MQC as required, the RSub shall ensure appropriate oversight of:

- the definition, documentation and review of the professional standards of competence and commitment required for professionally qualified membership of the Institution as determined by the Regulations and, where appropriate, as licensed by the Engineering Council and other relevant national and international regulatory bodies
- the assessment of competence and commitment (including Initial Professional Development where appropriate) or, in the case of Engineering Technician approvals, the training required for IChemE membership and registration with relevant national and international regulatory bodies in a manner that is compliant with but does not unnecessarily exceed IChemE and regulator regulations and guidance
- the election and transfer of members to and within the Voting Member grades and the Register, including where appropriate progression from Chartered Membership to Fellowship and direct election into Fellowship
- the maintenance of a pool of Professional Reviewers suitably qualified and trained to deliver all assessment processes
- representation of the Institution on matters relating to competence and commitment assessment on relevant bodies such as committees and working groups of the Engineering Council and other relevant national and international regulatory bodies
- maintenance of effective communications with all stakeholders, including producing an annual report of the RSubs's activities, for approval by MQC.
- the identification of nominations for the Karen Burt Award
- via the Virtual Election Panel, the decisions about whether an applicant will be admitted to membership/registration or have their membership/registration declined

Membership

The membership of RSub shall comprise:

- Chair
- Vice-Chair
- Director of Qualifications (IChemE employee)
- Head of Qualification Services (IChemE employee)
- Professional Standards Manager (IChemE employee)
- Six registrant members
- Chair of Standards Panel
- One non-registrant - early career Associate Member

In attendance:

- Secretariat
- Other IChemE employees as required

The aim is for ~25% of the Subcommittee to have Incorporated Engineer (IEng), Engineering Technician (EngTech) and/or apprenticeship experience.

In accordance with Engineering Council's Regulations for Registration, *registrants shall be in the majority on the recognition committee or board.*

The Chair, Vice Chair and other members shall be appointed following an open process, with recommendations made by a selection panel to the Nominations Committee for ratification and quality assurance. The selection panel shall work actively to deliver a diverse and representative Subcommittee.

The selection panel shall comprise the VP Qualifications, the Director of Qualifications and two other appropriate individuals.

The term of office for all members shall normally be three years and may be renewed for a further term of up to three years with the approval of the Nominations Committee. The Nominations Committee may vary the terms of office to ensure an appropriate balance of circulation and continuity of committee membership.

IChemE employees are non-voting members of the Committee.

All RSub members, other than IChemE employees, are volunteers of the Institution and are expected to adhere to the Volunteer Conduct Principles and must have regard to the policies and procedures set out in the Volunteer Handbook.

If any member fails to attend three committee meetings in a row, the Chair may require the member to retire.

Task and Finish Groups

In agreement with the Chair, the Director of Qualifications may convene appropriate Task and Finish Groups responsible for specific aspects of RSub's work, and/or other small Working Groups from within the RSub to address specific issues. Recommendations and actions shall be, where appropriate, then recommended by RSub to MQC for approval.

Meetings

The RSub shall typically hold four 'Development Meetings' per year to discuss and execute non-routine membership election, transfer and registration business, focusing on standards and supporting staff to deliver the business plan and process improvement.

Meetings shall normally be virtual and shall be scheduled to facilitate the attendance of the RSub's global membership.

Meetings shall be quorate if at least three of the six registrant members are present, plus the Chair and the Director of Qualifications (or their delegate).

Reporting responsibilities

The RSub Chair shall report to MQC after each meeting on matters within its duties and responsibilities.

Other matters

The RSub shall:

- have access to sufficient resources for it to carry out its duties;
- be provided with, and expected to engage actively with, appropriate training in the form of an induction programme for new members and on an ongoing basis for all members;
- give due consideration to laws, regulations and any published guidelines or recommendations of the Charity Commission or other applicable rules and regulations as appropriate;
- arrange for periodic review of its own performance, and at least annually review the Terms of Reference for the RSub and sub-panels to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to MQC.

Approved by:	Board of Trustees
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