

## PRACTICE COMMITTEE

### TERMS OF REFERENCE

#### 1 PREAMBLE

Since the mid 1990's, the Canadian Engineering Qualifications Board has been supporting national meetings of the discipline and enforcement officials from the various regulators. Many of the issues discussed by this group at their national meetings are of great importance to the profession's relevancy and emerging areas of practice.

Recognizing that the Qualifications Board has similarly supported the activities of the national admissions officials from the various regulators and has achieved successes in responding to their issues and establishing good links of communication and support with this group, the Qualifications Board focuses on achieving similar successes in advancing discussions related to professional practice, including discipline and enforcement activities. Accordingly, in September 2002, the Qualifications Board created the Practice Committee to serve as a vital national link to the regulators with respect to professional practice activities.

Professional practice covers a broad range of issues, many of which are already under the mandate of other Qualifications Board committees. The Practice Committee focuses on, but is not be limited to, issues of discipline and enforcement. Accordingly, the Committee's priorities are often identified at national meetings of the discipline and enforcement officials. The committee avoids duplicating the work of other Qualifications Board committees with respect to specific professional practice issues. For professional practice issues not being addressed by another Qualifications Board committee, the Practice Committee serves as a resource to the Qualifications Board for advice on how these issues can be addressed.

#### 2 OBJECTIVES

The Practice Committee enables the Qualifications Board to deal effectively with professional practice issues for the benefit of the profession. It strives to enhance the relationships that currently exist among the regulators and between the regulators and the Qualifications Board in support of the professional practice activities carried out across the country. Specifically, the committee fulfills roles in two key areas:

##### **Communication**

The Committee provides a formal communication link between the Qualifications Board and the regulators with respect to professional practice issues, including discipline and enforcement, authentication of document and code of ethics matters. This allows the discipline and enforcement community to present and discuss its issues at the national level while, at the same time, enabling the Qualifications Board to provide input and receive important feedback from the regulators regarding programs and initiatives developed to support professional practice activities.

## **Advice**

The Committee serves as a resource for the Qualifications Board to provide advice on issues of professional practice. Specifically, the Qualifications Board may request advice from the Committee with respect to the priority of issues, the relevant considerations to be addressed, and to what extent other parties might be involved in addressing the issues. The Committee also serves as the body that will study and make recommendations on issues delegated to it by the Qualifications Board.

## **3 STATUS AND AUTHORITY**

The Practice Committee is a standing committee of the Canadian Engineering Qualifications Board of Engineers Canada and as such reports to the Qualifications Board. The Committee responds to matters related to the practice of professional engineering in Canada and to the Code of Ethics.

The functions and responsibilities of the Practice Committee are to:

- act as a liaison between the Qualifications Board and the national discipline and enforcement officials to facilitate communication among the regulators and, also, between the Qualifications Board and the regulators. Although the Committee reports directly to the Qualifications Board, it responds to the requests of the discipline and enforcement officials of the regulators in terms of reporting back to them on the progress of issues;
- develop and maintain guidelines/model guides on the professional practice of engineering;
- address and coordinate professional practice issues identified by the discipline & enforcement officials, the regulators and by the Qualifications Board;
- make recommendations to the Qualifications Board on how identified issues should be addressed and to identify future needs in the professional practice area;
- report to the Qualifications Board at regular Qualifications Board meetings; and

Additionally,

- the Committee Chair or delegate attends the national discipline and enforcement and the Practice Officials group meetings; and,
- the national discipline and enforcement representative on the Committee attends at least one meeting of Qualifications Board as an observer.

## **4 MEMBERSHIP**

The Practice Committee membership consists of:

- a Chair – Qualifications Board member;
- two other members from Qualifications Board;
- the chair of the discipline and enforcement officials of the regulators; and,

In addition, the Practice Committee Chair may, at their discretion, appoint an additional member on a temporary basis, when required to assist in addressing specific issues. The Committee members, including the Chair, are appointed and re-appointed by the Qualifications Board executive in consultation with the Engineers Canada staff. Member terms are at the discretion of the Qualifications Board executive but there is no maximum period. The Committee Chair and the

Engineers Canada staff member will be responsible for planning and organizing Committee meetings and agendas.

# Canadian Engineering Qualifications Board PRACTICE COMMITTEE

## CURRENT TERMS OF REFERENCE

### 1 PREAMBLE

Since the mid 1990's, the Canadian Engineering Qualifications Board has been supporting national meetings of the discipline and enforcement officials from the various constituent associations/ordre. Many of the issues discussed by this group at their national meetings are of great importance to the profession's relevancy and emerging areas of practice. Recognizing that the Qualifications Board has similarly supported the activities of the national admissions officials from the various constituent associations/ordre and has achieved successes in responding to their issues and establishing good links of communication and support with this group, the Qualifications Board now wishes to focus on achieving similar successes in advancing discussions related to professional practice, including discipline and enforcement activities. Accordingly, in September 2002, the Qualifications Board created the Practice Committee to serve as a vital national link to the constituent associations/ordre with respect to professional practice activities.

Professional practice covers a broad range of issues, many of which are already under the mandate of other Qualifications Board committees. The Practice Committee will focus on, but will not be limited to, issues of discipline and enforcement. Accordingly, the Committee's first priority will be issues identified at national meetings of the discipline and enforcement officials. The committee will avoid duplicating the work of other Qualifications Board committees with respect to specific professional practice issues. For professional practice issues not being addressed by another Qualifications Board committee, the Practice Committee will serve as a resource to the Qualifications Board for advice on how these issues can be addressed.

### 2 OBJECTIVES

The Practice Committee will enable the Qualifications Board to deal effectively with professional practice issues for the benefit of the profession. It will strive to enhance the relationships that currently exist among the constituent associations/ordre and between the constituent associations/ordre and the Qualifications Board in support of the professional practice activities carried out across the country.

Specifically, the committee will fulfill roles in two key areas:

#### **Communication**

The Committee will provide a formal communication link between the Qualifications Board and the constituent associations/ordre with respect to professional practice issues, including those related to discipline and enforcement activities. This will allow the discipline and enforcement community to present and discuss its issues at the national level while, at the same time, enabling the Qualifications Board to provide input and receive important feedback from the constituent associations/ordre regarding programs and initiatives developed to support professional practice activities.

## **Advice**

The Committee will serve as a resource for the Qualifications Board to provide advice on issues of professional practice. Specifically, the Qualifications Board may request advice from the Committee with respect to the priority of issues, the relevant considerations to be addressed, and to what extent other parties might be involved in addressing the issues. The Committee will also serve as the body that will study and make recommendations on issues delegated to it by the Qualifications Board.

## **3 STATUS AND AUTHORITY**

The Practice Committee is a standing committee of the Canadian Engineering Qualifications Board of Engineers Canada and as such will report to the Qualifications Board.

Contracts with outside agencies involving financial commitments require the prior approval of Engineers Canada's chief executive officer. On this approval has been given, the Practice Committee has the authority to invite and/or engage experts, and undertake regional consultations to assist it in carrying out its mandate. Any expenditure that will result in exceeding the yearly budget set for the Committee must be approved by the Qualifications Board.

### **3.1 Functions and Responsibilities**

The functions and responsibilities of the Practice Committee are

- to act as a liaison between the Qualifications Board and the national discipline and enforcement officials to facilitate communication among the constituent associations/ordre and, also, between the Qualifications Board and the constituent associations/ordre. Although the Committee reports directly to the Qualifications Board, it is also accountable to the discipline and enforcement officials of the constituent associations/ordre in terms of reporting back to them on the progress of issues;
- to address and coordinate professional practice issues identified by the discipline & enforcement officials, the constituent associations/ordre or by the Qualifications Board;
- to make recommendations to the Qualifications Board on how identified issues should be addressed and to identify future needs in the professional practice area;
- to report to the Qualifications Board at regular Qualifications Board meetings; and

Additionally,

- the Committee Chair or delegate will attend the national discipline and enforcement meeting; and,
- the national discipline and enforcement representative on the Committee will attend at least one meeting of Qualifications Board as an observer.

## **4 MEMBERSHIP AND ORGANIZATION**

The Practice Committee membership will consist of:

- a Chair – Qualifications Board member;
- two other members from Qualifications Board;
- the chair of the discipline and enforcement officials of the constituent associations/ordre; and,

- a member from Engineers Canada staff.

In addition, the Practice Committee Chair may, at their discretion, appoint an additional member on a temporary basis, when required to assist in addressing specific issues.

The Committee members, including the Chair, are appointed and re-appointed by the Qualifications Board executive in consultation with the Engineers Canada staff member on the Committee. Member terms are at the discretion of the Qualifications Board executive but there is no maximum period. The Committee Chair and the Engineers Canada staff member will be responsible for planning and organizing Committee meetings and agendas