

MPA SCHEDULE 2

GENERAL SCHEDULE OF SECRETARIAT SERVICES APPLICABLE TO ALL INTERNATIONAL ENGINEERING AGREEMENTS

(All services to be provided in accordance with the Rules and Procedures)

1. Record Keeping

- Provide the repository for all items of record for the IEA, including hard copy originals of all meeting papers and signed copies of key documents.
- Maintain a document register in relation to the agreement and working copies of all correspondence in relation to each signatory, organisation holding provisional status, or interested party, using an easily understood coding system
- Maintain electronic copies and backups of all documents for which such copies exist
- Make available electronically, normally within three working days, any document in response to authentic requests for information. In exceptional cases where the information or document is difficult to access it may be delivered within ten working days.
- Maintain an up to date list of representatives of each authorised registration body, signatory, and organisation holding provisional status, and contact information for representatives of any interested party

2. Web-site

- Maintain the relevant domain-name licence(s)
- Extend the present Washington Accord and the International-Engineering-Meetings websites. Background information is provided but contact with the present providers — ABET and IPENZ — may be necessary.
- Manage and maintain the security of the members' only area.
- Maintain the currency of the content of a well-designed website with a professional appearance for the IEA containing both public and members' only areas
- Provide a facility for authorised registration bodies, signatories and those organisations holding provisional status to update their contact persons and details
- Ensure that the information recorded on the public part of the website provides accurate and sufficient information to address the following purposes:
 - interested parties can find out about the agreement, its rules and procedures, including for admission
 - interested parties can access lists of accredited programs and courses (or registered persons as appropriate) in each signatory's jurisdiction
 - interested persons can reasonably make contact with any signatory or organisation holding provisional status
- Ensure that information held in the members' only part of the website is sub-divided into material only accessible by authorised registration bodies or signatories to the relevant agreement and material also accessible by organisations holding provisional status in that agreement
- Maintain indexed copies of all relevant documents related to the ongoing management of the agreement in the relevant members' only section
- Track usage of the website by topic area.

3. General Meetings, Workshops and Other Meetings of a Number of Signatories

- coordinate with host of IEM (or other host) to ensure suitable meeting arrangements have been provided including: rooms, seating within the rooms,

sound system, sound recording system, and hotel accommodation (note the costs of the meeting arrangements are not part of the secretariat costs)

- work with Chair and Deputy Chair to develop agenda paper, and supporting documents in accordance with the Rules and Procedures
- circulate electronically or by mail all meeting documents in advance (as per the rules and procedures) to all authorised to receive them with a high degree of accuracy for ensuring receipt, completeness of delivery and timeliness in accordance with the Rules and Procedures document
- provide sufficient personnel at IEM or other activity to take records of the decisions and other outcomes, plus a brief precis of discussion; provide to the Chair and Deputy Chair accurate draft minutes or other records within one calendar month of the end of the meeting
- provide (in association with IEM or other on-site organisers) copies of any revised documents needed for the orderly conduct of general meetings, and ensure that these are captured and recorded in the long term record repository of the agreement

4. Organisation of Activities Between General Meetings

- Maintain a register of planned review and monitoring activities with appropriate timetable that conforms to the timelines prescribed in the Rules of each IEA
- Organise reviews and monitoring visits by undertaking administrative actions to ensure that the appointment of relevant reviewers, logistic arrangements for the review and monitoring visits are undertaken in a timely manner
- Undertake administrative actions to assist the effective operation of working parties and task groups undertaking work on behalf of the IEA.
- Prompt the review and monitoring teams to provide reports when expected, and ensure that the reports meet the rules and procedures of the agreement
- Organise applications for provisional membership
- Manage the mentoring process
- Ensure that all other actions as set out in the Rules are followed appropriately and take corrective action where necessary.

5. Response to Enquiries and Requests

- Respond to reasonable requests within a maximum of three working days, either with an acknowledgement and undertaking to consider, or by responding fully to the matter raised
- Refer matters needing attention (including but not restricted to enquires about applications for admission to an IEA and requests for review prior to consideration for signatory status) to the Chair and/or Deputy Chair within three working days of receipt, and prompt for reply at least weekly until a satisfactory reply is received
- Implement decisions or requests for action made by the Chair and/or Deputy Chair within three working days of receipt of the decision or request
- Answer specific enquiries made by individual engineering practitioners by either referring practitioners to the relevant authorised registration body, IEA signatory, or by providing the best information available to the secretariat.

6. Financial records

- Invoice each participant in an IEA which has signed the MPA
- Keep records of payments received and liaise with the governing group

- Keep records of time spent by each staff member under main headings for each IEA.
7. Changes to services
- Services required may change if an IEA leaves or joins the MPA. The change in service and fee to the provider are covered by Section 4.9 of the MPA and MPA Schedule 3.
 - Additional work at the hourly rate submitted, will be subject to agreement.