The Institution of Engineering and Technology

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Board of Trustees

TERMS OF REFERENCE OF BOARDS AND COMMITTEES

(Note by Mr Andrew F Wilson. If you have any questions on this paper before the meeting please contact Mr Andrew F Wilson on +44 (0)20 7344 5415 or by email afwilson@theiet.org)

1. Issue

To approve amendments to the terms of reference of Boards and Committees.

2. Timing

Board of Trustees meeting, 9 September 2021.

3. For Recommendation

3.1. The Board of Trustees is invited to approve the proposed amendments to the terms of reference of the following Boards and Committees:

3.1.1. Knowledge Services and Solutions Board;

3.1.2. Volunteer Engagement Board;

3.1.3. Awards and Scholarships Committee Panels;

3.1.4. Communities Resourcing Committee;

3.1.5. EngTalks Committee;

3.1.6. Policy and Insight Panels.

4. Background

4.1. At its meeting on 11 June 2021 the Board of Trustees noted that the Knowledge Services and Solutions Board and the Volunteer Engagement Board had approved proposals to transfer the oversight of the IET Communities to the Volunteer Engagement Board. This would involve a change to the reporting line of the Communities Resourcing Committee, the Local Networks worldwide, the Technical Networks and the five regional Communities Committees.

4.2. In addition, it was proposed that the Education and Skills Policy Panel should report to the Membership and Professional Development Board, instead of the Board of Trustees. A proposal to amend the respective Terms of Reference of Boards and Committees would be brought of the next meeting of the Board of Trustees for its approval (Minute 11.3 of T(21)M5 refers).

5. Policy Panels and Sector Executive Panels

5.1. As part of a wider internal restructuring and strengthening of the Governance and External Engagement Directorate, the staff team responsible for the day-to-day delivery of the IET's Policy Panels and Sector Executive Panels has been renamed from Strategic Engagement and Partnerships to Policy and Insight. The Panels will be similarly renamed.

5.2. The Policy and Insight team sits within an expended department in the Governance and External Engagement Directorate, working alongside the Communities team that supports the Local and Technical Networks, the team responsible for ensuring that the voice of students and early career engineers is amplified throughout the IET to help maintain relevance to future generations of potential members, the online community, and the volunteer support unit.

6. Education and Skills Policy Panel

The Education and Skills Policy Panel has been merged with the Teacher Advisory Panel to create a new Education Advisory Group. A proposal for its terms of reference will be brought to a future meeting of the Board of Trustees.

7. Proposals

The proposed amendments to the terms of reference of the Knowledge Services and Solutions Board, Membership and Professional Development Board, Volunteer Engagement Board, Awards and Scholarships Committee Panels, Communities Resourcing Committee, EngTalks Committee, Policy Panels and Sector Executive Panels are attached as Appendices A-L.

8. Risk

No risks have been identified in connection with this proposal.

9. Resources

No resource requirements have been identified in connection with this proposal.

Appendix A

KNOWLEDGE SERVICES AND SOLUTIONS BOARD

Terms of Reference

1. Purpose

The purpose of the Knowledge Services and Solutions Board is:

(a) to be responsible to the Board of Trustees for the planning and implementation of the IET's Knowledge Services and Solutions strategy;
(b) to provide assurance to the Board of Trustees concerning the effective delivery of strategic programmes as delegated by the Board of Trustees; and
(c) to monitor performance of strategic programmes as delegated by the Board of Trustees.

2. Terms of Reference

The Board shall:

Strategic Advice and Support

(a) oversee the creation of capability to deliver the Knowledge Services and Solutions strategy.
(b) recommend changes to the IET's Knowledge Services and Solutions strategic direction.
(c) support the development and enhancement of the Knowledge Services and Solutions strategy.
(d) look beyond the period of the IET Plan, and provide advice that will enable the IET to maintain its position as a world class provider of knowledge products, solutions and services.
(e) ensure the work of the Knowledge Services and Solutions Directorate is aligned and working collaboratively with other areas of the IET.

Supporting the Effective and Efficient Delivery of the IET Plan

(f) provide input during the creation of the IET Plan, identifying requirements for new initiatives, and the adjustment or cessation of activities.
(g) provide assurance to the Board of Trustees that the final draft IET Plan is aligned to its longer range strategic objectives and that it has had the appropriate opportunity to input to the planning process.
(h) keep under review the portfolio of Knowledge Services and Solutions products and services to ensure that they are continuing to meet user needs.
~~(i) approve proposals for the establishment of communities and networks, monitoring their performance, and, when appropriate, closing them down.~~
~~(j) approve proposals for named lectures and lectures of broad interest outside the programme of the communities and networks.~~

Stewardship, Assurance and Risk Management

(i) ensure that supporting governance and other groups are co-ordinated, guided, monitored and well-motivated to deliver the IET Plan.
~~(m) recommend to the Board of Trustees the creation and dissolution of governance, community, member and volunteer groups which report through the Board.~~

(j) monitor performance against the IET Plan using KPIs, as defined in the balanced scorecard, and ensure that progress is being made.
(k) provide advice on longer range issues that might impact the effective and efficient delivery of the IET Plan and identify mitigations.
(l) in respect of those risks, the management of which has been delegated to the Board, operate a risk management process and, in respect of the IET's Knowledge Services and Solutions activities, identify and respond to other significant and material risks to the IET's 'licence to operate' and its capability to deliver its long-term objectives.
(m) provide a process to ensure that Knowledge Services and Solutions activity, irrespective of where it is delivered, complies with the strategy and IET Plan.

Stakeholder Management

(n) operate a process to identify and manage all key stakeholders.
(o) identify key issues and create an action plan to engage members and other stakeholders both pro-actively and in response to their needs and expectations.
(p) ensure that the portfolio of Knowledge Services and Solutions products and services takes full account of the needs of Young Professionals.
(q) liaise with other Main Boards.

Reporting

(r) provide written and/or oral progress reports and assurances to the Board of Trustees at least quarterly;
(s) notify the Board of Trustees immediately of emerging risks or issues that might adversely impact on the delivery of the strategy or IET Plan are identified.

3. Constitution

Subject to the remainder of this paragraph 3, the Knowledge Services and Solutions Board shall be made up as follows:

Chair – appointed by the Board of Trustees from the elected Trustees
Senior staff member – Director of Knowledge
Chairs of Committees reporting to the Board
Nine Ordinary Members, who are Ordinary Members of Council, appointed to the Main Board by the Board of Trustees, on the recommendation of the Nominations and Succession Committee
A Deputy President
The Honorary Treasurer
Up to three independent specialist advisors (non-voting, non-member, remunerated)
The Board may request the Board of Trustees to appoint additional members to ensure the Board has the right balance of skills and knowledge to achieve its task.

Casual vacancies will be filled in accordance with clause 17 of the Council Regulations.

4. Quorum

The quorum necessary for the transaction of business by the Knowledge Services and Solutions Board shall be eight.

5. Meetings

(a) The Knowledge Services and Solutions Board shall meet at least twice per year and otherwise as required.

(b) Members of the Knowledge Services and Solutions Board participate in a meeting of the Knowledge Services and Solutions Board when:
   (i) the meeting has been called in accordance with paragraph (c) below; and
   (ii) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

(c) In determining whether members of the Knowledge Services and Solutions Board are participating in a meeting of the Knowledge Services and Solutions Board, it is irrelevant where any such member is or how they communicate with each other. If all the members of the Knowledge Services and Solutions Board participating in a meeting of the Knowledge Services and Solutions Board are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

(d) Meetings of the Knowledge Services and Solutions Board shall be called by the Chair.

(e) Unless otherwise agreed, notice of each meeting of the Knowledge Services and Solutions Board confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Knowledge Services and Solutions Board and any other person required to attend, no later than 5 working days before the date of the meeting. Where available, supporting papers shall be sent to Knowledge Services and Solutions Board members and to other attendees as appropriate, at the same time.

(f) The Knowledge Services and Solutions Board shall keep minutes of the proceedings and resolutions of all Knowledge Services and Solutions Board meetings, including the names of those present and in attendance.

(g) Draft minutes of Knowledge Services and Solutions Board meetings shall be circulated promptly to all members of the Knowledge Services and Solutions Board. Once approved, minutes should be circulated to all members of the Board of Trustees unless in the opinion of the Chair (acting reasonably) it would be inappropriate to do so.

6. Other Matters

The Knowledge Services and Solutions Board shall:

(a) have access to sufficient resources to carry out its duties, including the access to the Governance Team for assistance as required;

(b) be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members;

(c) give due consideration to laws and regulations and any applicable rules as appropriate; and

(d) arrange for periodic reviews of its own performance and, at least annually, review its constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board of Trustees for approval.

Appendix B

VOLUNTEER ENGAGEMENT BOARD

Terms of Reference

1. Purpose

The purpose of the Volunteer Engagement Board is:

(a) to be responsible to the Board of Trustees for the planning and implementation of the IET's volunteer engagement strategy;

(b) to provide assurance to the Board of Trustees concerning the effective delivery of strategic programmes as delegated by the Board of Trustees; and

(c) to monitor performance of strategic programmes as delegated by the Board of Trustees.

2. Terms of Reference

The Board shall:

Strategic Advice and Support

(a) oversee the creation of capability to deliver the volunteer engagement strategy;
(b) recommend changes to the IET's volunteer engagement strategic direction;
(c) support the development and enhancement of the volunteer engagement strategy.

Supporting the Effective and Efficient Delivery of the IET Plan

(d) provide input during the creation of the IET Plan, identifying requirements for new initiatives, and the adjustment or cessation of activities;
(e) provide assurance to the Board of Trustees that the final draft IET Plan is aligned to their longer range strategic objectives and that they have had the appropriate opportunity to input to the planning process;
(f) keep under review the portfolio of volunteer engagement products and services to ensure that they are continuing to meet user needs;
(g) ensure members are placed at the heart of the IET, recognising the importance of volunteers and active members and their ambassadorial role in realising IET strategy;
(h) ensure there are sufficient volunteers, with appropriate skills and experience, empowered and supported to meet the IET's needs in fulfilling its objects;
(i) engage with networks and communities of volunteers to keep well informed on the overall volunteering experience and ~~expanding the discussion on the engagement journey through active membership to volunteer~~ approve proposals for the establishment of communities and networks, monitoring their performance, and, when appropriate, closing them down.
(j) approve proposals for named lectures and lectures of broad interest outside the programme of the communities and networks.
(k) encourage innovation in ways for members to become engaged in volunteering;
(l) co-ordinate cross-organisational initiatives supporting volunteers embedded in operational teams, to deliver a consistent volunteering experience;
(m) promote the advancement of IET one-team working culture, values, behaviours and standards for volunteers;

(n) ensure policies are in place for the safety and compliance of teams delivering IET activities;
(o) benchmark engagement with Professional Engineering Institutions and relevant organisations to monitor good practice.

Stewardship, Assurance and Risk Management

(p) recommend to the Board of Trustees the creation and dissolution of governance, ~~and other~~ community, member and volunteer groups which report through the Board;
(q) monitor performance using KPIs, as defined in the IET Plan, and ensure that progress is being made;
(r) provide advice to the Board of Trustees and the staff on longer range issues that might impact the effective and efficient delivery of the IET Plan, identifying suggestions for mitigating action;
(s) ensure that effective risk management plans are in place for those risks delegated to the Board, in accordance with the IET's risk management process;
(t) monitor performance of strategic programmes as delegated by the Board of Trustees.

Stakeholder Management

(u) operate a process to identify and manage all key stakeholders;
(v) identify key issues and creating an action plan to engage members and other stakeholders both pro-actively and in response to their needs and expectations;
(w) ensure that the portfolio of volunteer engagement products and services takes full account of the needs of Young Professionals;
(x) liaise with other Main Boards.

Reporting

(y) provide written and/or oral progress reports and assurances to the Board of Trustees at least quarterly;
(z) notify the Board of Trustees immediately of emerging risks or issues that might adversely impact on the delivery of the strategy or IET Plan are identified.

3. Constitution

Subject to the remainder of this paragraph 3, the Volunteer Engagement Board shall be made up as follows:

Chair – appointed by the Board of Trustees from the elected Trustees
Senior staff member – Director of Governance and Policy
Chairs of Committees reporting to the Board
Nine Ordinary Members, who are Ordinary Members of Council, appointed to the Volunteer Engagement Board by the Board of Trustees on the recommendation of the Nominations and Succession Committee.
Representatives of the ~~Communities Resourcing Committee, the~~ Registration and Standards Committee and one of the Professional Development Committees.
A Deputy President
The Honorary Treasurer

The Board may request the Board of Trustees to appoint additional members to ensure the Board has the right balance of skills and knowledge to achieve its task.

Casual vacancies will be filled in accordance with clause 17 of the Council Regulations.

4. Quorum

Eight

5. Meetings

(a) The Volunteer Engagement Board shall meet at least twice per year and otherwise as required.

(b) Members of the Volunteer Engagement Board participate in a meeting of the Volunteer Engagement Board when:

(i) the meeting has been called in accordance with paragraph (c) below; and
(ii) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

(c) In determining whether members of the Volunteer Engagement Board are participating in a meeting of the Volunteer Engagement Board, it is irrelevant where any such member is or how they communicate with each other. If all the members of the Volunteer Engagement Board participating in a meeting of the Volunteer Engagement Board are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

(d) Meetings of the Volunteer Engagement Board shall be called by the Chair.

(e) Unless otherwise agreed, notice of each meeting of the Volunteer Engagement Board confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Volunteer Engagement Board and any other person required to attend, no later than 5 working days before the date of the meeting. Where available, supporting papers shall be sent to Volunteer Engagement Board members and to other attendees as appropriate, at the same time.

(f) The Volunteer Engagement Board shall keep minutes of the proceedings and resolutions of all Volunteer Engagement Board meetings, including the names of those present and in attendance.

(g) Draft minutes of Volunteer Engagement Board meetings shall be circulated promptly to all members of the Volunteer Engagement Board. Once approved, minutes should be circulated to all members of the Board of Trustees unless in the opinion of the Chair (acting reasonably) it would be inappropriate to do so.

6. Other Matters

The Volunteer Engagement Board shall:

(a) have access to sufficient resources to carry out its duties, including the access to the Governance Team for assistance as required;

(b) be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members;

(c) give due consideration to laws and regulations and any applicable rules as appropriate; and

(d) arrange for periodic reviews of its own performance and, at least annually, review its constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board of Trustees for approval.

Appendix C

AWARDS AND SCHOLARSHIPS COMMITTEE

Terms of Reference

Purpose

To manage the strategic direction and development of the portfolio of Awards and Scholarships, be responsible for the expenditure associated with the portfolio of awards and to agree how the relevant Trust funds are expended.

To review and develop the IET's portfolio of awards and scholarships in line with the IET's strategy and funding available from the IET Trust Funds and the funding agreed with donors.

Scope

(a) To have strategic overview of the portfolio: Achievement Medals; Apprentice and Technician awards; Postgraduate and Travel Awards; Diamond Jubilee Scholarships; Engineering Horizons Bursaries, the IET Prize and Manufacturing Prize and the A F Harvey Prize.
(b) To review and develop the above portfolio in line with the funding available from, and restrictions of, the IET Trust Funds and the funding agreed with donors.
(c) To review the membership of the Panels, appoint the Chairs of the Panels and accept and review applications for membership of the Panels, ensuring that Panels reflect the broad range of engineering and technology covered by the IET and also the IET's aim to create and maintain a diverse and inclusive pool of applicants for all IET Awards.
(d) To identify, evaluate and, where appropriate, support opportunities to create, rationalise or terminate award schemes.

Responsibilities

- To consider the Committee's strategy and operational procedures, and keep them under review
- To monitor the portfolio of awards and the work of the relevant reporting Panel
- To monitor a public record kept of awards, prizes and scholarships
- To ensure the expenditure associated with the portfolio of activities is in line with available funding
- To be responsible for ensuring that the IET's Trust Funds are expended appropriately
- To receive updates from Panel Chairs, decide on request for changes, eg Prize value, new awards
- To receive and review proposals for new awards
- Chair to host annual meeting with external donors
- Chair to report to the Membership and Professional Development Board.

Constitution

1. An appointed Chair.
2. A Vice Chair. The Vice Chair would not necessarily become the Chair.
3. A minimum of eight members, with at least one Young Professional member.
4. The Committee will meet twice a year, with the option of one further virtual meeting.

Quorum

The quorum will be five Committee members.

Appendix D

APPRENTICE AND TECHNICIAN PANEL

Terms of Reference

Purpose

To assess and judge nominations for the IET's Apprentice and Technician Awards which include IET Engineering and Technology Apprentice ~~of the Year~~, IET Engineering and Technology Technician ~~of the Year~~ and IET Engineering and Technology Armed Forces Technician ~~of the Year~~.

Responsibilities

(a) Panel members should familiarise themselves with the criteria for the awards.

(b) Panel members are ~~encouraged~~ asked to make nominations and to use their contacts to encourage nominations.

(c) To consider the nominations and make decisions on the recipients of the IET Apprentice and Technician Awards.

(d) The Chair shall represent the Panel on, and report to, the Awards and Scholarships Committee.

Constitution

1. An appointed Chair.
2. The Chair shall appoint a Vice Chair. This person will be a member who will stand in to chair the (virtual) meeting and approve decisions where the Chair is absent. The Vice Chair would not necessarily become the Chair.
3. ~~Approximately eight or more members who should be members of the IET.~~ There should be a minimum of 8 members, but more is desirable. All members should be ~~apprentices in the category of Associate,~~ Members, Fellows or Honorary Fellows and all members to be of suitable standing to have public credibility in making the decisions required.
4. Previous award winners may be invited to join the Panel. In this case, they do not have to be TMIET or MIET if they are either still undertaking their apprenticeship, or are still working towards the competencies required to apply for TMIET or MIET.
5. The Panel should normally contain a minimum of two members with Apprentice experience; two members with Technician experience and two members with Armed Forces experience.
6. International experience; and ~~Young Professional~~ early career experience will also be represented.
7. Members may meet more than one requirement.
8. Chairs and Panel members will be appointed by the Awards and Scholarships Committee with advice from senior staff.

Meetings

1. The Panel will conduct all assessment and scoring of nominations online. Training will be given in the online assessment system used by the IET, as requested.
2. A teleconference will be held prior to the assessment and scoring for the benefit of new Panel members.

3. The Panel will have one decision-making meeting, conducted by teleconference, or virtually, or face-to-face, if practical.

Quorum

The quorum will be five Panel members.

Notes

(a) The normal period of service for an elected or appointed member of any board or committee is three years. For elected members, re-election is only possible after an interval of at least one year. For appointed members, the period of service on a board or committee cannot be extended beyond a maximum of six years. It is customary for one third of the members of a board or committee to retire each year, to ensure a regular turnover. The President is ex officio a member of all boards and committees.

(b) The rules do not prevent members of the Apprentice and Technician Panel being nominated for an Apprentice or Technician Award. Although this would be an unusual and unlikely event, the awards are made by nomination, which is beyond the control of the Panel members. If a member is nominated, they would not be invited to score the nomination and would not be invited to participate in the decision-making meeting, although they would be invited to vote and comment on the other nominations.

(c) Apprentice and Technician Panel members who submit nominations and those who have a close association with any nominees are invited to vote and comment only on all other nominations being considered for Apprentice and Technician Awards.

Appendix E

DIAMOND SCHOLARSHIPS PANEL

Terms of Reference

Purpose

To assess and score applications for the IET's Diamond Jubilee Scholarships for undergraduate students. To review the winners' annual reports and agree the appropriate actions.

Responsibilities

(a) Panel members should familiarise themselves with the criteria for Diamond Scholarships.

(b) To assess and score all applications for IET Diamond Scholarships.

(c) To conduct interviews of shortlisted candidates, only if this is necessary to accommodate donor requirements.

(d) To review all reports submitted by the winners on an annual basis and make decisions on the continuation of the scholarship.

(e) The Chair shall represent the Panel on, and report to, the Awards and Scholarships Committee.

(f) The Panel will review the criteria and prize value of the awards every five years and make recommendations for any changes to the Awards and Scholarships Committee.

Constitution

1. An appointed Chair.
2. The Chair shall appoint a Vice Chair. This will be a member who will stand in to approve decisions where the Chair is absent. The Vice Chair would not necessarily become the Chair.
3. ~~Approximately eight or more~~ A minimum of 12 members who should be members of the IET~~. All members should be Students, Members, Fellows or Honorary Fellows~~ and ~~all members to be~~ of suitable standing to have public credibility in making the decisions required. The Chair, in consultation with the Awards and Scholarships Committee and senior staff, can vary the size of the Panel to meet emergent requirements of the scholarship scheme.
4. The Panel should include a member with experience of the Scottish Education System, together with a representative from industry and one Young Professional. Members may meet more than one requirement.
5. ~~The first Panel~~ Chairs will be appointed by the Awards and Scholarships Committee ~~Chair~~ with advice from senior staff.
6. ~~Subsequent Chairs and Panel~~ Members will be appointed by the ~~Awards and Scholarships Committee~~ Chair with advice from senior staff and endorsement from the Awards and Scholarships Committee.
7. Members who can no longer perform their duties as the scheme requires, should promptly inform the Chair and senior staff.
8. Members who consistently fail to attend Panel meetings, or fail to assess and score either the applications or the annual reports, can be removed by the Chair, with the endorsement of senior staff.

Meetings

1. The Panel will conduct all assessment and scoring of applications and annual reports online. Training will be given in the online assessment system used by the IET, as requested.
2. A teleconference will be held prior to the assessment and scoring for the benefit of new Panel members, if required.
3. The Panel may have to conduct one day of shortlisting interviews, if required.

Quorum

The quorum will be five Panel members.

Notes

The normal period of service for an elected or appointed member of any board, committee or panel is three years. For elected members, re-election is only possible after an interval of at least one year. For appointed members, the period of service on a board or committee cannot be extended beyond a maximum of six years. It is customary for one third of the members of a board or committee to retire each year, to ensure a regular turnover. The President is ex officio a member of all boards and committees.

Appendix F

IET ACHIEVEMENT MEDALS PANEL

Terms of Reference

Purpose

To assess and judge nominations for the IET's range of Achievement Medals for senior engineers (including the prestigious Faraday Medal, Mountbatten Medal, Mensforth Manufacturing Gold Medal and J Thomson Medal for Electronics), for volunteers and for ~~Young Professionals~~ early career professionals.

Responsibilities

(a) Panel members should familiarise themselves with the full range of Achievement Medals available.

(b) Panel members are ~~encouraged to make nominations and~~ asked to use their contacts to encourage nominations.

(c) To consider the nominations and make decisions on the recipients of the IET Achievement Medals.

(d) The Chair shall represent the Panel on, and report to, the Awards and Scholarships Committee.

Constitution

1. An appointed Chair.
2. The Chair shall appoint a Vice Chair. This person will be a member who will stand in to chair the meeting and approve decisions where the Chair is absent. The Vice Chair would not necessarily become the Chair.
3. ~~Approximately~~ There should be a minimum of eight ~~or more~~ members ~~who should be members of the IET~~, but more is desirable.. All members should be Members, Fellows or Honorary Fellows and ~~all members to~~ should be of suitable standing to have public credibility in making the decisions required.
4. The Panel should normally contain a minimum of three members with high level Industry experience; two members with senior Academic experience ~~and one member with high level Armed Forces experience~~. There should be international representation on the Panel.
5. Of these, there should be representation of the range of subjects covered by the IET, for example: one member with manufacturing experience; one member with electrical / electronics engineering experience; one member with software engineering experience; one member with mechanical engineering experience. International experience; and ~~Young Professional~~ early career experience will also be represented.
6. Members may meet more than one requirement.
7. ~~The first Panel will be appointed by the Awards and Scholarships Committee Chair with advice from senior staff.~~
8. ~~Subsequent~~ Chairs and Panel members will be appointed by the Awards and Scholarships Committee with advice from senior staff.

Meetings

1. The Panel will conduct all assessment and scoring of nominations online. Training will be given in the online assessment system used by the IET, as requested.
2. ~~A teleconference will be held prior to the assessment and scoring for the benefit of new Panel members.~~
3. The Panel will have one decision-making meeting, conducted virtually or by teleconference, or face-to-face, if practical.

Quorum

The quorum will be five Panel members.

Notes

(a) The normal period of service for an elected or appointed member of any board or committee is three years. For elected members, re-election is only possible after an interval of at least one year. For appointed members, the period of service on a board or committee cannot be extended beyond a maximum of six years. It is customary for one third of the members of a board or committee to retire each year, to ensure a regular turnover. The President is ex officio a member of all boards and committees.

(b) The rules do not prevent members of the Achievement Medals Panel being nominated for Achievement Medals. Although this would be an unusual and unlikely event, Achievement Medals are made by nomination, which is beyond the control of the Panel members. If a member is nominated, they would not be invited to score the nomination and would not be invited to participate in the decision-making meeting, although they would be invited to vote and comment on the other nominations.

(c) Achievement Medals Panel members who submit nominations and those who have a close association with any nominees are invited to vote and comment only on all other nominations being considered for Achievement Medals.

Appendix G

IET HARVEY PRIZE PANEL

Terms of Reference

Purpose

The Panel will search worldwide for suitable candidates for the IET A F Harvey Engineering Research Prize, short-list candidates for the Prize and decide on a winner for the Prize.

The Prize, awarded annually, recognises an individual for a specific outstanding research achievement with the potential to go on and achieve yet more. It takes the form of a grant to support further research.

The Prize is awarded relating to research in medical, radar and microwave or laser and optoelectronics/photonics areas of engineering and technology research on a three-year cycle.

Responsibilities

(a) Panel members should familiarise themselves with the full criteria for the Prize.

(b) Panel members are expected to make nominations themselves and to use their contacts to find suitable candidates to nominate.

(c) Panel members will be requested to identify potential expert reviewers for each short-listed candidate, appropriate to their area of work.

(d) The Panel will consider all of the nominations and, following a multi-stage assessment process, select the recipient of the IET A F Harvey Engineering Research Prize.

(e) The Chair shall represent the Panel on, and report to, the Awards and Scholarships Committee.

Constitution

1. An appointed Chair.
2. The Chair shall appoint a Vice Chair. This person will be a member who will stand in to chair the meeting and approve decisions where the Chair is absent. The Vice Chair would not necessarily subsequently become the Chair.
3. ~~Approximately~~ A minimum of eight members. All members to be of suitable standing to have public credibility in making the decisions required.
4. The Panel should normally contain representatives of all the major international regions and contain a minimum of two experts who will be co-opted on to the Panel annually, to serve for one year, to correspond to the specific technical area in which the Prize is being awarded that year.
5. Members of the Panel should be Members, Fellows or Honorary Fellows of the IET, or non-members with skills relevant to the Panel. Members may meet more than one requirement.
6. Chairs and Panel members will be appointed by the Awards and Scholarships Committee with advice from senior staff.

Meetings

1. The Panel will conduct all assessment and scoring of nominations online. Training will be given in the online assessment system used by the IET, as requested.
2. The Panel will have one decision-making meeting, conducted by teleconference, or, if practical, online.

Quorum

The quorum will be five Panel members.

Notes

The normal period of service for an elected or appointed member of any board or committee is three years. For elected members, re-election is only possible after an interval of at least one year. For appointed members, the period of service on a board or committee cannot be extended beyond a maximum of six years. It is customary for one third of the members of a board or committee to retire each year, to ensure a regular turnover. The President is ex officio a supernumerary member of all boards and committees.

Annual Tasks for All Panel Members

(a) To search for and nominate potential candidates for the IET A F Harvey Engineering Research Prize, drawing on wide international networks.

(b) To invite and consider nominations from the IET's five Communities Committees: Americas; Asia Pacific; Europe, Middle East and Africa; South Asia and the United Kingdom.

(c) To draw up a short-list of 5 or 6 candidates and invite them to submit detailed research proposals.

(d) To identify three potential expert reviewers for each short-listed candidate, appropriate to their area of work. These reviewers will not be members of the Panel.

(e) To consider the detailed proposals and reviewers' reports and decide the winner for the IET A F Harvey Engineering Research Prize.

(f) ~~To~~ The Panel Chair will receive and review annual reports from the recipients of the IET A F Harvey Engineering Research Prize.

Appendix H

IET ENGINEERING HORIZONS BURSARY PANEL

Terms of Reference

Purpose

To assess and score applications for the IET's Engineering Horizons Bursaries for undergraduate students and for apprentices. To review the winners' annual reports and agree the appropriate actions.

Responsibilities

(a) Panel members should familiarise themselves with the criteria for Engineering Horizons Bursaries.

(b) To assess and score all applications for IET Engineering Horizons Bursaries.

(c) To review all reports submitted by the winners on an annual basis and make decisions on the continuation of the bursary.

(d) The Chair shall represent the Panel on, and report to, the Awards and Scholarships Committee.

(e) The Panel will review the criteria and prize value of the awards every five years and make recommendations for any changes to the Awards and Scholarships Committee.

Constitution

1. An appointed Chair.
2. The Chair shall appoint a Vice Chair. This will be a member who will stand in to approve decisions where the Chair is absent. The Vice Chair would not necessarily become the Chair.
3. ~~Approximately eight~~ A minimum of 12 members who should be members of the IET~~. All members should be Students, apprentices in the category of Associate, Members, Fellows or Honorary Fellows~~ and ~~all members to~~ be of suitable standing to have public credibility in making the decisions required. The Chair, in consultation with the Awards and Scholarships Committee and senior staff can vary the size of the Panel to meet emergent requirements of the bursary scheme.
4. The Panel should include at least one member who is a technician and one Young Professional. Members may meet more than one requirement.
5. Chairs and Panel members will be appointed by the Awards and Scholarships Committee with advice from senior staff.
6. Members will be appointed by the Chair with advice from senior staff, and endorsement from the Awards and Scholarships Committee.
7. Members who can no longer perform their duties as the scheme requires, should promptly inform the Chair and senior staff.
8. Members who consistently fail to attend Panel meetings, or fail to assess and score either the applications or the annual reports, can be removed by the Chair, with the endorsement of senior staff.

Meetings

1. An annual Panel meeting to discuss future strategy and to review the previous year's progress.

2. The Panel will conduct all assessment and scoring of applications and annual reports online. Training will be given in the online assessment system used by the IET, as requested.
3. A teleconference will be held prior to the assessment and scoring for the benefit of new Panel members, if required.

Quorum

The quorum will be five Panel members.

Notes

The normal period of service for an elected or appointed member of any board, committee or panel is three years. For elected members, re-election is only possible after an interval of at least one year. For appointed members, the period of service on a board or committee cannot be extended beyond a maximum of six years. It is customary for one third of the members of a board or committee to retire each year, to ensure a regular turnover. The President is ex officio a member of all boards and committees.

Appendix I

IET POSTGRADUATE AND TRAVEL AWARDS PANEL

Terms of Reference

Purpose

To assess and score applications for the IET's Postgraduate Awards and Travel Awards.

Responsibilities

(a) Panel members should familiarise themselves with the criteria for Postgraduate Awards and Travel Awards.

(b) To assess and score all applications for IET Postgraduate Awards. There is one round each year.

(c) Each year, three members of the Panel will conduct interviews of shortlisted candidates for IET Postgraduate Awards. The shortlist is usually 8 candidates.

~~(d) To assess and score all applications for IET Travel Awards. Currently there are six rounds per year.~~

(e) To assess and score all applications for IET Travel Awards – International. Currently there are six rounds per year.

(f) To assess and score all applications for IET Travel Awards – National. Currently there are six rounds per year.

(g) To review all reports submitted by the Travel Award winners on an annual basis.

(h) The Chair shall represent the Panel on, and report to, the Awards and Scholarships Committee.

(i) The Panel will review the criteria and prize value of the awards every five years and make recommendations for any changes to the Awards and Scholarships Committee.

Constitution

1. An appointed Chair.
2. The Chair shall appoint a Vice Chair. This will be a member who will stand in to approve decisions of the Panel where the Chair is absent. The Vice Chair would not necessarily become the Chair.
3. Approximately ~~eight~~ ten members who should be members of the IET. All members should be Members, Fellows or Honorary Fellows and all members to be of suitable standing to have public credibility in making the decisions required.
4. The Panel should include at least one Young Professional.
5. The first Panel will be appointed by the Awards and Scholarships Committee Chair with advice from senior staff.
6. Subsequent Chairs and Panel members will be appointed by the Awards and Scholarships Committee with advice from senior staff.

Meetings

1. The Panel will conduct all assessment and scoring of applications and review the annual reports online. Training will be given in the online assessment system used by the IET, as requested.
2. Three Panel members will conduct one day of shortlisting interviews each year.

Quorum

The quorum will be five Panel members.

Notes

1. The normal period of service for an elected or appointed member of any board, committee or panel is three years. For elected members, re-election is only possible after an interval of at least one year. For appointed members, the period of service on a board or committee cannot be extended beyond a maximum of six years. It is customary for one third of the members of a board or committee to retire each year, to ensure a regular turnover. Therefore, in line with the above rules, before October 2021 up to three of the original members of this Panel should retire. However, the lockdowns have meant that there were virtually no travel awards over the period of the pandemic. It is therefore suggested that before October 2022 three of the original members will retire from the Panel.

2. In October 2023 a further number of the original members of the Panel will retire, followed by further retirements by October 2024. This will ensure a rotation of membership of this Panel and each year new members will be sought in order to maintain the total number of members at ten. By October 2024 the Panel could see a complete changeover of membership.

3. The President is ex officio a member of all boards and committees.

Appendix J

COMMUNITIES RESOURCING COMMITTEE

Terms of Reference

Purpose

1. The Communities Resourcing Committee is the overarching group responsible for leading the work of the IET's volunteer communities around the world, including its Local and Technical Networks. The Communities Resourcing Committee:

(a) facilitates communications between all communities;
(b) ensures that the work the communities do is aligned to the IET's strategy;
(c) allocates resources to the communities;
(d) monitors the communities' performance.

2. It does this with support from a number of governance teams, as follows:

(a) Communities Committees – five geographic governance teams that cover the world, each responsible for community activity in their region;
(b) Technical Networks Communities Committee – the governance team that leads and represents the interests of the technical networks.

3. The five regional Communities Committees represent the IET world regions: (1) Americas, (2) Asia Pacific, (3) Europe, Middle East, and Africa, (4) South Asia, (5) United Kingdom.

4. The Communities Resourcing Committee supports all IET communities, whether geographical, technical, demographic (eg age related) or otherwise.

Planning and Resourcing

(a) Co-ordinate the planning and resourcing of community activities around the world;

(b) Agree priorities for communities activities with the ~~Knowledge Services and Solutions Board~~ Volunteer Engagement Board to be communicated to the Communities Committees as the basis for planning;

(c) Secure overall funding and other resources for IET communities around the world, including development funds that can be allocated to opportunities and initiatives arising in-year;

(d) Agree and monitor community KPIs with Communities Committees and promote remedial action where required;

(e) Allocate funding and other resources to the five Communities Committees for distribution by them to the Local Networks in their region; allocate funding and resources to the Technical Networks Communities Committee to distribute to the Technical Networks;

(f) Evaluate initiatives and opportunities generated by inter-regional communities in-year and allocate development funding as appropriate;

Communications

(g) Develop, maintain and promulgate guidelines and best practice guidelines to help support and ensure consistency between communities;

(h) Receive input and advice on community issues from the five Communities Committees and provide input and advice to the ~~Knowledge Services and Solutions Board~~ Volunteer Engagement Board as appropriate;

(i) Propose changes to IET products and services to the Knowledge Services and Solutions Board, the Membership and Professional Development Board and the Volunteer Engagement Board as applicable;

(j) Report to the ~~Knowledge Services and Solutions Board~~ Volunteer Engagement Board;

Supporting Communities Activities

(k) The Communities Resourcing Committee will co-ordinate, guide and support the governance teams to:

- (i) Proactively review the programme of communities activities to highlight gaps in coverage to the communities;
- (ii) Enable a more integrated approach between communities around the world (eg between Local Networks and Technical Networks);
- (iii) Identify required community tools and facilities;
- (iv) Make decisions regarding the creation, closure, merger or re-focus of Local Networks, Technical Networks and other formal communities to the ~~Knowledge Services and Solutions Board~~ Volunteer Engagement Board as deemed necessary, taking into account any recommendations received from the Communities Committees and other communities;
- (v) Resolve difficult communities issues, as required.

Constitution

5. The Communities Resourcing Committee should be constituted of fourteen members, including a Chair, appointed by the ~~Knowledge Services and Solutions Board~~ Volunteer Engagement Board and a Senior Staff Member.

6. The fourteen include Chairs from each of the five geographic Communities Committees, and the Chair of the Technical Networks Communities Committee.

7. The fourteen include three members, who must be actively involved in one or more IET communities, elected from and by the membership. At least one of these three members should be under the age of 30 at the time of their election.

8. The fourteen include three members, who must be actively involved in one or more IET communities, appointed by the ~~Knowledge Services and Solutions Board~~ Volunteer Engagement Board. At least one of these three members should be under the age of 30 at the time of their appointment.

9. The Communities Resourcing Committee will meet virtually as required for short meetings and will require up to three physical meetings per year.

10. The quorum is one half of the Communities Resourcing Committee membership (excluding vacancies), plus one.

Expectation of Attendance and Contribution of Members

11. Any member who has not attended three or more consecutive Committee meetings (physical or virtual) spanning a period of more than six months, and has not contributed to the work of the Committee outside meetings during the same period, may be considered as being eligible for removal from the Committee. The decision to start the removal notification process from the Committee shall be agreed by the Committee by majority vote at the next Committee meeting. In the event that the Committee agrees that the member should be removed from the Committee, the following process shall apply:

12. A senior staff member from another Committee should be asked to try to contact the member via each form of communication once more. Then, if no reply is received, a formal letter (signed by the Head of Governance) should be sent from the IET to the member's last known registered address, by recorded delivery, saying: "The IET has been unable to make contact with you over the past 6 months to discuss your membership of the xxxx Committee. In view of this, unless we hear otherwise from you, we shall assume that you no longer wish to continue to be a member of the Committee."

13. After twenty-one days, in the event of no satisfactory reply, the member shall be removed from the Committee and a suitable replacement sought.

Appendix K

ENGTALKS COMMITTEE

Terms of Reference

Aims of the EngTalk Series

(a) To be at the cutting edge of engineering and deliver thought provoking and inspiring talks.
(b) To deliver events that inspire a younger audience to take up or carry on STEM learning and working towards an engineering career.
(c) To attract diverse and stimulating speakers that can deliver talks in an engaging and creative manner.
(d) To build a reputation of high quality talks and become the "go to" events for industry, academia and school.
(e) To deliver events that are performed in a manner that is exciting and novel to the audience.
(f) To showcase the IET and Savoy Place to its very best capabilities showing that the Institution is a home for members and non-members alike.

Objectives of the Committee

(a) To promote the image of the IET and the profession through the planning of a high quality EngTalk series in accordance with IET Strategy.
(b) To take responsibility for the arrangements for the 4 annual EngTalks and the IET President's Address.
(c) To work with the Event Production Team to identify topics and speakers, consider any speaker proposal from the business and agree speakers for the EngTalks.
(d) To regularly review the topic coverage of the EngTalks and the broader range of named and non-named lectures and make any necessary adjustments.
(e) To consider any other related matters referred to the EngTalks Committee by the ~~Knowledge Services and Solutions Board~~ Volunteer Engagement Board.
(f) To engage and inform decision makers or other high-level non-members.
(g) To keep abreast of the needs and expectations of the wider IET membership and to seek to engage members in an effort to improve and develop EngTalks.
(h) To ensure the topic and speaker selection suits the EngTalk brand and aims; to be relevant and inspiring to members and non-members, engineers and the general public.
(i) To report to the ~~Knowledge Services and Solutions Board~~ Volunteer Engagement Board.

Constitution

1. The EngTalks Committee shall be constituted of at least:

- A Chair, appointed by the ~~Knowledge Services and Solutions Board~~ Volunteer Engagement Board.
- A Senior Staff Member who is a full voting member of the Committee.
- Up to eight ordinary members, reflecting the audiences and interests of the IET as identified in the IET Strategy.
- At least two ordinary members will be a Young Professional aged less than 30 at the time of appointment.

- The President-elect shall be invited to join for one year prior to their presidency as a co-opted ordinary member.
- Plus Staff members from the Communities and Events team shall be invited to meetings as guests as required, but without voting rights.

2. The Committee may have a maximum of eleven members in total.

3. Membership of the Committee is by invitation. Each year a long-list of nominations will be reviewed against a set of agreed criteria, to ensure a balance on the committee of relevant expertise in key subject areas, background – academic and industry, geography. Nominations will be accepted to the long list from suggestions from the existing committee members, and IET Staff. The Chair and Senior Staff Member will agree the shortlist and make final recommendations to the ~~Knowledge Services and Solutions Board~~ Volunteer Engagement Board.

4. The period of service on the EngTalks Committee should not be extended beyond a maximum of three years. Appointments should be staggered to ensure that there is not a sudden loss of experience. In line with the IET's other Boards and Committees up to three appointments should be made each year to replace three members whose terms are ending (one of whom is the President-elect).

5. There shall be a Chair and Vice Chair; however the Vice Chair does not automatically become the Chair when that position becomes vacant. The Chair should serve a maximum period of 3 years in that position.

6. The Committee is supported by IET Staff including: Group Manager, Event Services.

Appendix L

POLICY AND INSIGHT PANELS

Purpose

(a) To provide independent and timely advice and evidence to inform the IET's key stakeholders; government, industry and academia and society.

(b) To increase the IET's influence over government policy on matters to do with engineering and technology.

Terms of Reference

~~(a) To provide high-level think-tanks for senior members to work together on neutral territory.~~

~~(b) To provide timely advice and expert input aimed at enhancing the outward-facing role of the IET.~~

~~(c) To recommend how best the IET can meet the needs of members by offering a source of expertise for strategy development.~~

(a) The Chairs of the Policy and Insight Panels will meet periodically with staff to plan a programme of strategically aligned topics across the portfolio where the timing and market awareness allows this to happen.

(b) The Chairs of the Policy and Insight Panels will work together with staff to ensure co-ordination and cross-sector collaboration of policy and insight work across the IET where strategically important to do so.

(c) The Chairs of the Policy and Insight Panels will work closely with aligned areas of the IET, including, but not limited to, Technical Networks, Codes and Guidance, Strategy and Planning, and the Publishing and Journals team to ensure the IET is maximising the impact of it strategically aligned work.

(d) To provide regular updates and reports as required to help staff demonstrate the IET's impact in key policy areas and keep the Main Boards up to date with policy work.

(e) Members of the Policy and Insight Panels should be willing to become spokespeople for their areas of specialism on behalf of the IET, having a willingness to participate in media interviews, as keynote speakers, or be approached for interviews for podcasts or written articles as appropriate.

(f) To report to the Board of Trustees.

Constitution

A Chair appointed by the Board of Trustees
Members appointed by the Policy Panel

The Chair is appointed for an initial term of three years, which may, in exceptional circumstances be extended to a maximum of six years.

~~SECTOR EXECUTIVE PANELS~~

~~Terms of Reference~~

~~The function of the Sector Executive Panels is to "Inspire, Inform and Influence" society through the development of senior relationships, engaging content and opportunities around key topics, issues and technologies. They are orientated towards specific industry sectors and their key output is collaborative thought leadership with industry, and delivering the charitable purpose of the IET's Royal Charter – promoting the general advancement of science, engineering and technology.~~

~~Constitution~~

~~A Chair appointed by the Board of Trustees~~
~~Members appointed by the Sector Executive Panel~~

~~The Chair is appointed for an initial term of three years, which may, in exceptional circumstances be extended to a maximum of six years.~~