



THE ENGINEERING CARD
- The Professional Card for Engineers -

Handbook on Managing
the Administration
of the Engineering Card

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1. PREFACE

The rules defined in Directive 2005/36/EC on the recognition of professional qualifications were not adapted to the needs of an evolving labor market, where the mobility of professionals across the EU is essential to respond to labor shortages in key sectors of the economy. As FEANI – the largest European Federation of National Engineering Associations – we have noted with satisfaction the amendment of Directive 2005/36/EC by Directive 2013/55/EC which was published in late 2013. This amended Directive now includes the concept of the European Professional Card of which the administrative management is carried out by the respective National Competent Authorities (following the Regulation to Administrative Cooperation through the Internal Market Information System or IMI).

In the period 2011-2013, FEANI played an active role in the EU Commission's Steering Group which developed the concept of this European Professional Card. It gave us the opportunity to introduce our concept of the "EngineerING Card" as an example of how such a Professional Card for engineers could look like. Nevertheless, ultimately the EU's concept of a Professional Card turns out to be an electronic certificate issued and delivered by the respective national competent authority. Whereas we as FEANI are in full support of the EU's initiative, our commitment to go ahead with the European Professional Card for the Engineering profession is still subject to the degree of alignment we will be able to ensure with our Engineering Card concept: the principles, prerequisites, conditions and lay-out of the latter are described in the attached Handbook. We are confident that our members – at present, but also in the years to come – are prepared to continue working together with the respective competent authorities and other stakeholders, to help defining

the criteria upon which such an EU Professional Card for Engineers can be issued.

Both concepts of EPC and Eng Card in the end aim to facilitate mobility and to replace long and complex recognition procedures. At present, we are curious to learn if the EPC issued for other professions than engineering, enables those professionals to indeed react more quickly to job opportunities in other Member States. In addition, our FEANI-members are national Professional Organizations who have the expertise, competence and knowledge available to help engineering professionals seeking recognition of their professional qualifications in another EU Member State. With our experience, we will be able to provide feedback and input to the EU in the future. With the Eng Card at hand, it is expected that individual engineers as well as their future employers in industry, will experience it as a practical hands-on tool which provides information on the cardholder's academic and professional qualifications. Engineers, qualified in one Member State and wishing to work in another Member State, will have their qualifications recognized by their future employer in a more pragmatic and faster way. For the cardholder the Eng Card will simplify the administrative requirements and reduce the deadlines for obtaining the recognition of qualifications. For employers, it will improve direct access to reliable individual information.

Within FEANI the first 500 cards have meanwhile been issued and more countries are signing up to this concept. By the increase of the number of cards and the accumulation of the experiences gained with it, we will – in the following years – be able to make a difference in mobilizing the engineering capacity in Europe.

Dirk G. BOCHAR
FEANI Secretary General

2. OBJECT OF THE HANDBOOK

The following requirements and procedural principals regulate the decision-making process regarding the approval of the Engineering Card and the acceptance into the National Engineering Register. At the same time, they serve as a transparent orientation guide for applicants to estimate the likelihood of their success while applying and understanding the decision-making process.

3. GENERAL STANDARDS

1. Introduction

The Engineering Card is a professional card which is applied for voluntarily and of which the associated record can be retrieved in the National Engineering Register. The card shall be a standardized and recognised format approved by FEANI for the documentatin of relevant qualifications for the engineering profession. The National Register Committee recommends on the admission to the National Engineering Register and subsequently the FEANI National Preferred Partner shall officially issue the card. The present Guidelines shall serve the National Register Committee as a basis for its decision-making. It gives guidance for approval of the Engineering Card and the acceptance into the National Engineering Register.

2. Governance and Procedures of the FEANI National Preferred Partner (*)

The decisions required to admit an applicant to the National Engineering Register and hence award a professional card shall be made by the FEANI National Preferred Partner on the binding recommendation of its National Register Committee. The latter must be established and

composed by the FEANI National Preferred Partner and shall consist of competent persons with representation from academia and industry.

The National Register Committee's terms of reference shall include suitable articles covering, inter alia, quorum, substitution and turn-over of members.

There shall be procedures by which appeal against a decision made by the National Register Committee is heard by a panel which is independent of the National Register Committee.

The National Register Committee may delegate suitable tasks to members of staff but shall monitor such delegation. All decisions involving matters of judgement shall only be made by the National Register Committee.

The FEANI National Preferred Partner shall maintain records of application processing and minutes of National Register Committee meetings.

(*) Because FEANI is the European umbrella Organisation of National Engineering Associations, the term "FEANI National Member" was deliberately not chosen to be used in the attached Handbook. It is by definition not clear in advance which National Engineering Association will be issuing the Engineering Card. In principle, the "National Preferred Partner" will be the National Member of FEANI or the Organization delegated by the National Member of FEANI. In countries where there is only one National Engineering Association which is member of FEANI (such as in Portugal or Ireland) there is no doubt who will issue the card. In addition, those FEANI members are often also the recognized Competent Authority in their country. In other FEANI-countries, however, there are often more National Engineering Associations who together compose and represent the FEANI National Member. This is the case for Norway (NITO and TEKNA), Germany (VDE and VDI), Belgium, Switzerland, etc. This means that in those countries, the Engineering Association which ultimately issues the card is legally not – in a direct way – the FEANI National Member, but merely a part of it. Whichever National Engineering Association it will then be, remains to be seen and determined at national level. For this reason the term "FEANI National Preferred Partner" seemed with regard to the national entity issuing the Engineering Card, the more correct term to use.

For further details concerning the monitoring of the governance, procedures and performance of the National Register Committee, reference is made to Clause 4 of this Handbook.

For further details concerning the proposed Internal Regulations of the National Register Committee, reference is made to Clause 8 of this Handbook.

3. Provision of Professional Card Data

The FEANI National Preferred Partner shall ensure that the scope and form of the validated information held in the National Engineering Register and displayed on the professional card shall be in accordance with FEANI requirements as outlined and detailed in the Handbook.

4. Validity

The FEANI National Preferred Partner shall limit validity to 10 years (provided the holder remains in good standing) and shall immediately withdraw any card which it finds was issued on the basis of false evidence.

4. GUIDELINES FOR THE NATIONAL REGISTER COMMITTEE

1. Introduction

The National Register Committee shall have the procedures, staff and resources which enable it to be certain:

- of the identity of the applicant;
- that the applicant holds the qualification claimed;
- that the qualification is identified as (is equivalent to) a First, Second or Third Cycle degree;

- that the applicant has undertaken the work experience, training or Continuous Professional Development (CPD) claimed.

2. Application

Application for the *Engineering Card* may only be made electronically, whereby all required evidence must be attached as electronic documents. In order to avoid misuse and fraud, the applicant must submit a statutory declaration that:

- All data are correct and complete.
- The documents submitted correspond to the original documents. In countries where self-certification and electronic authentication of documents are in force, the above mentioned applications, and relevant enclosures, may be sent by certified mail and digital signature. The affidavit is not necessary in these cases.

3. Requirements for awarding the *Engineering Card* and acceptance into the National Engineering Register

The requirement for the qualified approval of the *Engineering Card* is a successful completion of a standard degree programme in engineering at a national university recognised by appropriate national competent authorities. The applicant must be entitled to carry the title “engineer” according to the regulations or laws of the country where the card is applied for.

Standard degree programmes in engineering are engineering programmes at national universities (such as Universities, Universities of Technology, Higher Education Institutions of Technology, Universities of Applied Sciences, Comprehensive Institutions etc.) with at least 180 ECTS delivering the degrees in engineering (such as Bachelor of Engineering, Bachelor of Science, Master of Engineering, Master of Science, Diplom-Ingenieur, Ingenieur Diplômé etc.).

4. Classification of Degree Programmes in Engineering

The classification of degree programmes in engineering (A) is oriented on the new European Higher Education System (Bologna System). It contains three categories corresponding to the three cycles of this system:

- A1** Corresponding to the First Cycle Degree (FCD)
- A2** Corresponding to the Second Cycle (SCD)
- A3** Corresponding to the Third Cycle Degree (TCD)

Degrees from old (pre-Bologna) degree programmes are classified according to the three cycles. Therefore, the classification for the national higher education system is:

- A1** Bachelor's degree programmes in engineering
Short Degree Programmes in engineering
- A2** Consecutive Master's degree programmes in engineering
Long degree programmes in engineering
- A3** Doctoral studies or doctorates leading to doctor degree

The National Register Committee specifies in detail the types of engineering courses, degrees and academic titles leading to recognition as A1, A2 and A3 classification.

5. Recognition of Degree Programmes

In order to facilitate the recognition procedure, a national list of accepted degree programmes in engineering, issued by the appropriate governmental authorities, shall be used by the National Register Committee. The National Register Committee has to decide whether these degree programmes are in line with the descriptors

of the EUR-ACE Framework Standards and/or the FEANI-INDEX-criteria. These degree programmes are automatically considered when reviewing the application. In other cases, the degree programmes are submitted individually to the National Register Committee for review.

A recognized degree programme generally comprises levels 6, 7 and 8 of the EQF (European Qualifications Framework). In any case however, a degree with less than 180 ECTS cannot be accepted. A degree programme is recognised if its learning outcome is in accordance with the descriptors of EUR-ACE® Framework Standards or it meets the content- and subject-related requirements for a degree programme in engineering, as defined by the FEANI INDEX-criteria.

An indication of the name of the University is mandatory at least in the Register and preferably also on the Card.

The following documents should form the basis for decision-making:

1. Final Diploma (s)
2. Diploma Supplement (voluntary)
3. Transcript of Records (voluntary)
4. Curricular Record (voluntary)
5. Published Accreditation Reports (voluntary)

The general rule is that applications for an *Engineering Card* are normally submitted in the country where the respective engineering studies have been completed.

In individual cases the *Engineering Card* may be issued in respect of foreign degree programmes, provided:

- At least one completion of a degree programme in engineering has taken place at a university recognised by a European state or
- An essential part of the professional experience was acquired in the country where the card is being applied for, or
- If the country in question does not issue an *Engineering Card*.

The recognition of foreign degree programmes takes place in principle by a case-by-case review carried out by the National Register Committee according to the criteria established in item 4 above.

6. Recognition of Professional Experience

Professional experience (“B”) is not a requirement for the attainment of the *Engineering Card*. Graduates without professional experience may obtain the *Engineering Card*. Requirement for the documentation of category B, however, is the successful assignment to Category A.

Category Professional Experience B serves to document professional experience as engineer. Here, the table for engineering functions of FEANI is applied as reference for the recognition of professional experience. The National Register Committee will develop this list based on reference cases. Applicants must submit a job reference from the employer and, where applicable, a certificate.

There are three categories:

- B1** Employed in private sector
- B2** Employed in public sector
- B3** Self-employed

The National Register Committee decides on the assignment to B1 through B3 based on the documents submitted by the applicant.

Requirement for the assignment of B1, B2 or B3 on the *Engineering Card* is the proof of at least two years of accumulated professional experience in any of the categories.

7. Recognition of Continuous Professional Development (CPD)

CPD related documents are not required for obtaining the *Engineering Card* but can be submitted by the applicant. CPD may cover technical, interdisciplinary and cross-subject topics. All technical and cross-subject qualification measures serving to maintain and develop the engineering competence are recognised as CPD. In-house provision may also be recognised.

There are three categories:

- C1** Specialist training/seminars with attendance certificate
- C2** Specialist training/seminars with final examination
- C3** CPD-program with examination and degree (e.g. welding engineer)

CPD activities are only incorporated if they have taken place after the first recognized engineering degree.

Requirement for the documentation of C1 on the *Engineering Card* is the proof of at least three CPD trainings or seminars.

As category C3 can be recognized:

- CPD activities with an engineering degree as entry requirement
- MBA degrees
- other academic degrees which are no engineering degrees according to category A

The National Register Committee should develop a list of recognized C3 programmes in their country.

8. Validity

The validity of the *Engineering Card* has a fixed term of 10 years, starting each time from the date of issue. However, the corresponding record in the database constituting the National Engineering Register may be updated with new titles (academic, professional and CPD) in the meanwhile awarded to the applicants. The number on the card will be a personal number and not a generic card number, to facilitate renewal when required. Up-dates of the card can happen at any time when a cardholder's criteria have changed. The card will not be issued free of charge.

9. Language

The card may have two languages when being issued: one must be English.

10. Exclusion and Deletion from the Register

If it should become apparent that an applicant or holder has provided wrong information, or has knowingly violated the ethical principles of the engineering profession, the National Register Committee reserves the right to have the person in question deleted from the Register. In this case, the access to the record of this person will be denied and all data will be deleted. If the professional card is still valid it must be either returned or the applicant must provide proof that it has been destroyed.

5. QUALITY ASSURANCE PROCEDURES

In order for a FEANI National Preferred Partner to be able to award the Engineering Card in compliance with the Handbook, it should have established a National Register Committee which is endorsed

by FEANI (see Clause 3 of this Handbook). This National Register Committee is endorsed and monitored by FEANI according to the rules as outlined in this Clause 5. If a National Register Committee is no longer endorsed by FEANI, the FEANI National Preferred Partner is automatically denied the right to award the Engineering Card.

1. Monitoring Panels

FEANI shall appoint monitoring panels of competent persons to examine the governance, procedures and performance of each National Register Committee applying, through the FEANI National Preferred Partner, for endorsement of its national system and hence the ability to award the *Engineering Card*.

Annually, three persons shall be appointed by FEANI's European Monitoring Committee (**EMC**) to form an Overall Monitoring Panel (**OMP**). The Chair of EMC shall designate one of these persons to be Chair of the Panel.

OMP shall appoint Monitoring Panels (**MP**) consisting of at least two persons, to examine each National Register Committee. For each MP, the Chair of OMP shall appoint one person to act as Convenor. Monitoring Panels should embody a range of expertise and normally should include at least one academic and one person with recent industrial experience.

OMP, assisted by the FEANI Secretariat, shall take reasonable steps to ensure that none of the individuals appointed to a MP has had any substantial prior involvement in or continuing commitment to the National Register Committee being examined.

The National Register Committee to be monitored shall be informed by the FEANI Secretariat of the proposed composition of the MP and

invited to show cause why any member is unsuitable. In the event that such an objection is lodged, the Secretariat must advise the OMP and EMC to take such steps as are necessary and appropriate to resolve the situation. If unable to achieve consensus, the FEANI Board shall finalise the membership of the MP.

2. Procedures

2.1 Application procedure

A National Preferred Partner who established and composed a National Register Committee, wishing to award the *Engineering Card*, should first contact the FEANI Secretariat. In the latter case, the application must be supported by the FEANI National Member. Applications shall be provided in English. The Secretariat will provide the necessary documentation on procedures and guidelines.

The applicant Organisation will be informed that a mentoring service is available should it want to make use of it. The mentoring will focus on providing advice and guidance on the verification and acceptance policies and procedures to be used by the Organisation which may wish to act as a National Register Committee.

This National Register Committee shall be independent of the academic institutions delivering accredited or recognised programmes within their nation. Typically, a National Register Committee will be formed within or under the jurisdiction of authorities, agencies or institutions which are representative of the engineering profession, with statutory powers or recognised professional authority for maintenance of national registers of engineers.

Before endorsement is granted, both the National Register Committee and the National Preferred Partner will be required to affirm their acceptance of all sections of this document.

Permission to award the *Engineering Card* will normally be granted for a period of five years, subject to endorsement by continuous monitoring over this period. In addition, a newly-endorsed National Register Committee will be subject to periodic monitoring in the second year after initial endorsement.

2.2 Continuous monitoring

Each FEANI National Preferred Partner will provide an Annual Report prepared by its National Register Committee concerning a specific year, before 1 April of the succeeding year. The FEANI Secretariat will confirm its receipt.

The MP shall review the Report and send their findings to the OMP by 15 May, with a copy provided to the FEANI National Preferred Partner and National Register Committee being monitored. Any issues or recommendations identified by the MP shall be considered by the OMP.

The recommendations open to the Overall Review Team are as follows:

- a) the criteria for acceptance of the Annual Report are met and the FEANI National Preferred Partner and National Register Committee may continue to award the *Engineering Card*; or
- b) the criteria for acceptance of the Annual Report have not been met.

In conjunction with the National Register Committee, OMP and EMC should take such steps as are necessary and appropriate to resolve the situation. In the meantime, the FEANI National Preferred Partner and the National Register Committee may continue to receive applications but shall not award further *Engineering Card*. If unable to achieve consensus, the FEANI National Preferred Partner and the

National Register Committee shall have the option of requesting an immediate periodic review or to withdraw from the *Engineering Card*.

Prior to 1 July, the Chair of the OMP will prepare a summary report on the previous year's continuous monitoring of all endorsed National Register Committees and any recommendations to the EMC. A copy of that report must be furnished to each FEANI National Preferred Partner and National Register Committee through the Secretariat, no later than 60 days prior to the next FEANI General Assembly.

2.3 Periodic monitoring

Periodic monitoring is to enable a thorough examination of the governance, procedures and performance of a FEANI National Preferred Partner and National Register Committee to enable continued endorsement of their national system. The governance, procedures and performance are to be examined more specifically relating to the compliance with the provisions of Sections A, B and C of the Engineering Card (see Clause 7 of this Handbook, detailing the design regulations).

The FEANI Secretariat should publish annually, no later than 1 July, a schedule for the programme of monitoring activities for the coming calendar year. Periodic monitoring shall include observation of the application process in the National Register Committees, including verification, acceptance and if appropriate, rejection, appeals and removal. This observation may be based on current applications in progress and/or by records of previous applications.

At least two members of the MP shall attend. The monitoring process shall also include observation of a meeting of the National Register Committee. At least one member of the MP shall attend. The

National Register Committee shall be invited to propose a suitable process, timetable and administrative support mechanism, for consideration by the MP. Reasonable costs incurred by members of the MP must be borne by the National Register Committee or the FEANI National Preferred Partner.

All discussions concerning monitoring must be held in confidence by the MP. At the conclusion of each monitoring activity, the MP shall forward a draft report to the National Register Committee for comment on factual correctness. The final report and recommendations shall be sent to the OMP as soon as reasonably practicable. A copy of that report shall be furnished to the Registration Committee through the Secretariat.

The recommendations open to OMP are as follows:

- a) the governance, procedures and performance be accepted as leading to outcomes substantially equivalent to Sections A, B and C of the Card and that the National Register Committee be endorsed for a further five years, subject to continuous monitoring; or
- b) the National Register Committee be endorsed for a period of not more than one year subject to the Committee providing, within six months, a report which satisfies the OMP that adequate steps are being taken to address the specific issues identified by the MP; or
- c) there is serious deficiency. In conjunction with the National Register Committee, OMP and EMC should take such steps as are necessary and appropriate to resolve the situation. In the meantime, the National Register Committee may continue to receive applications but shall not award further Engineering Card.

If a National Register Committee is unwilling or unable to remedy serious deficiency, this shall be reported to the FEANI Board. The FEANI Secretariat shall give notice that the National Register Committee has six months from the date of the notice in which to demonstrate that it has taken appropriate action.

If, after a six months, OMP judges that the National Register Committee has not remedied any serious deficiency, that National Register Committee shall no longer be endorsed by FEANI for award of the *Engineering Card*.

If the FEANI National Preferred Partner fails to meet its financial obligations, its National Register Committee shall no longer be a FEANI-endorsed National Register Committee, unless the FEANI Board, in consultation with the EMC, accepts that there are exceptional circumstances giving rise to the non-payment of annual subscription. In such circumstances the FEANI Board may give the FEANI National Preferred Partner a reasonable time, normally three months, within which to make payment. If payment is not received within this period, the endorsed status of the National Register Committee will lapse.

2.4 General Meeting of the FEANI National Preferred Partners

A general meeting of the endorsed FEANI National Preferred Partners, chaired by the EMC Chair, shall be held every three years. The location and date should normally be selected by the previous general meeting. The location and date shall be chosen having regard to the wish to minimise overall travel costs. Each FEANI National Preferred Partner should arrange for at least one representative to attend the general meeting, to be briefed on the matters to be raised and to engage fully in the business of the meeting. Minutes of each meeting will be recorded by the Secretariat and made available to EMC and Monitoring Panels.

2.5 FEANI General Assembly

The chair of EMC will provide a yearly overall review report on *Engineering Card* to the FEANI General Assembly. The report shall include:

- a summary of the current principal characteristics of the system
- information on newly-endorsed National Register Committees and further applications in progress
- information on numbers of *Engineering Card* issued
- a report of the General Meeting, if appropriate
- actions taken to address concerns identified by the earlier Monitoring Panels
- a summary of the findings of current Monitoring Panels
- changes of substance to the verification and acceptance criteria, policies or procedures for *Engineering Card*, and the rationale for these changes
- recommended actions with appropriate action statements.

6. OTHER ORGANIZATIONAL ISSUES

1. Contract

Before the Engineering Card can be issued in a country, a contract must be concluded between FEANI and the engineering organization which is taking over the responsibility for the issuing of the Engineering Card in the respective country (being the FEANI National Preferred Partner). The contract shall have a duration of five years and can be indefinitely renewed. The FEANI Board shall determine the concluding and renewal of a contract.

2. Data Storage and Data Transfer

As a matter of principle, all data is stored in a decentralised manner in the individual countries. In doing so, the data protection regula-

tions valid in the respective country are to be complied with and suitable data security measures taken. The following data shall be transferred to FEANI at least weekly:

a) at the first issue of an Engineering Card:

- Name of country providing the card data
- Gender (Mr., Mrs.)
- Title
- First name
- Surname
- Date of birth
- Country of issuing the engineering card
- Card number
- Issue date
- Awarded categories (A-C)

b) for unsuccessful candidates:

- Name of country providing the card data
- Gender (Mr., Mrs.)
- Title
- Surname
- First name
- Country of issuing the engineering card
- Date of birth
- Date of the rejection decision

c) at repeated issue of an Engineering Card:

- Name of country providing the card data
- Gender (Mr., Mrs.)
- Title
- Surname
- First name

- Country of issuing the engineering card
- Date of birth
- Card number
- Issue date of the old card
- Issue date of the new card
- Awarded categories (A-C)

The FEANI National Preferred Partner in the respective country is responsible for the transfer of data. He is free to:

- enter the data on the internet using an input mask provided by FEANI, or
- transfer the data via an interface between the database in the respective country and the FEANI database, whereby the costs, if any, for the development of such an interface are to be borne by the FEANI National Preferred Partner.

3. Costs and License Fees

The costs for issuing the Engineering Card and for the ongoing data administration are determined freely by the FEANI National Preferred Partner for the respective country. FEANI shall receive from the respective National Preferred Partner a license fee in the amount of EUR 10,- per issued Engineering Card. This license fee is also due for the renewal of an Engineering Card. Any taxes are already included in this amount. FEANI calculates the license fee on the basis of the data transferred (see item 2 above) and issues to the National Preferred Partner an invoice for these license fees on a quarterly basis.

4. Compliance with Regulations and Reporting

The FEANI National Preferred Partner is responsible for compliance with the regulations and guidelines laid down in the “Handbook”.

These include:

- a. Compliance with the regulations for issuing the Engineering Card
- b. Compliance with the design specifications for the identification card and for the register statement
- c. The preparation of an annual report by its National Register Committee in accordance with the requirements
- d. Cooperation with the EMC with regard to quality assurance and compliance with the rules and procedures as outlined in Clause 5 of this Handbook
- e. Compliance with “Organisational Issues”

If these rules are infringed, FEANI will issue a warning. The infringements must be remedied by the contractual partner within a reasonable period. If the infringements are not remedied within a reasonable period, FEANI is entitled to terminate the contract with the respective contractual partner without notice. For the specific obligations and consequences resulting from the quality assurance monitoring process, reference is made to Clause 5 of this Handbook. The FEANI Board shall determine if a contract is to be terminated.

5. Review and Updating of the Handbook

It is intended that the “Handbook” will be subject for review, updating, amending and modifying by the EMC once every calendar year, starting by mid 2012.

7. PROPOSED NATIONAL REGISTER COMMITTEE'S INTERNAL REGULATIONS

As outlined in Clause 4 of this Handbook, the National Register Committee is giving a binding recommendation to the FEANI National Preferred Partner, for the issuance of the professional cards and the acceptance of the applicant into the National Engineering Register. The National Register Committee's decisions are to be in accordance with national regulations concerning those professionals who may carry the "title" engineer. Engineers may register when meeting specified prerequisites.

1. Tasks and Responsibilities

- 1.1 The National Register Committee shall decide on the acceptance of applicants into the Register and formulate a binding advice to the FEANI National Preferred Partner. It has to check the authenticity of the information provided by the applicant regarding his identity, his educational qualifications, work experience and training/CPD. To this end, corresponding rules shall be established and summarised in a handbook. The rules shall be continuously reviewed and adapted where necessary.
- 1.2 The National Preferred Partner shall process the applications received based on the rules established by the National Register Committee. In the case that individual applications cannot be unequivocally processed, the applications shall be presented to the National Register Committee.
- 1.3 The National Register Committee shall receive regular reports from the National Preferred Partner on the practicability of the rules defined.

- 1.4 The National Register Committee may appoint temporary working groups for specific tasks.
- 1.5 The National Register Committee must prepare an Annual Report to be handed over to the FEANI National Preferred Partner.

2. Members

The National Register Committee shall at least be composed of three (3) persons, amongst whom ideally a representative from university and a representative from industry.

3. Board of Complaints

The National Register Committee can establish an independent Board of Complaints. When established, the Board of Complaints shall consist of at least three persons, whereby one person if possible should be qualified for arbitration.

8. ANNUAL REPORT OF THE FEANI NATIONAL PREFERRED PARTNER

The annual report is prepared by the National Register Committee and handed over to the FEANI National Preferred Partner. The annual report shall provide information about:

- The quantity of applications and awarded cards
- The reasons for disaffirmations
- The complaints
- The principal points of discussion during the meeting of the National Register Committee
- The state of recognition of degree programmes
- The specifics

The minutes of the National Register Committee meetings have to be attached to the annual report.

Criteria of acceptance for the annual report:

- Is the report complete?
- Do all statements make sense?
- Are all conditions kept regarding bylaws, regulations of Board of Complaints and corporate design standards?

For queries a contact person has to be assigned. At least the report will be accepted if all queries are affirmed.



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