

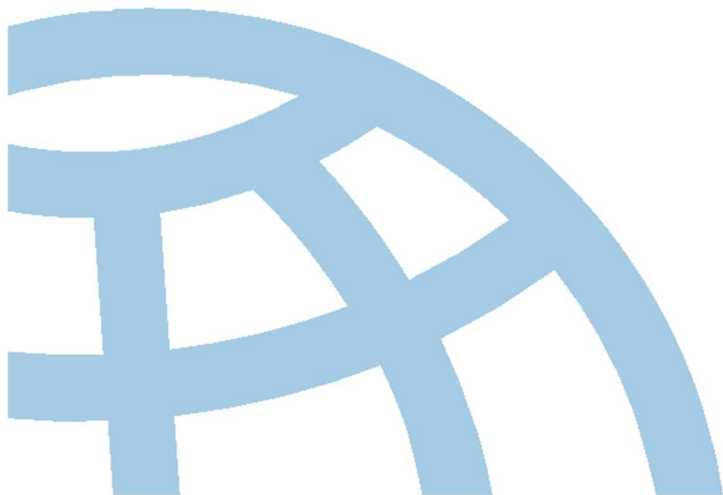


International Federation of Consulting Engineers
The Global Voice of Consulting Engineers

FIDIC BPLC - Quality Task Group

Terms of reference 2024

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1. Purpose

The FIDIC Quality Task Group (henceforth referred to as TG) is a task group appointed by FIDIC's Business Practice Leadership Committee (BPLC), to undertake tasks that promote quality principles as a best practice of the consulting engineering industry. These Terms of Reference (ToR) relate to a task or a group of tasks that the TG is set by the BPLC. On completion of the task(s), the BPLC shall create a new set of tasks for which which a new ToR shall be prepared. The TG is currently tasked by the BPLC to update the Guide to Quality Management in the Consulting Engineering industry, published in 2001. The TG shall meet the following principles in the production of this guide:

- Seek to ensure that the recommendations of the guide apply to consulting engineering companies of all sizes on a global basis
- Complete a substantive draft of part A (Quality Management System) by 30 June 2024 for review by the BPLC
- Complete a substantive draft of part B (Quality Assurance on Projects) by 15 October 2024 for review by the BPLC
- Complete all outstanding matters on the document by 31 October 2024

2. Membership and Composition

The TG shall comprise of up to 9 members with professional expertise and experience relevant to the documents they are preparing. The composition of the TG shall reflect as much as possible diversity objectives of FIDIC in gender, culture, or geography and age. The tenures of TG members shall be 18 months and shall be renewable once.

At least one delegate from the FIDIC Secretariat shall attend all meetings of the TG. The work of the TG shall be monitored by a BPLC member who shall act as Committee Liaison and attend all meetings of the TG as a full member. In addition, the BPLC Chair shall be entitled to attend any meeting of the TG as a guest.

3. Chair

The Chair of the TG shall be recommended to the Board by the BPLC Chair and shall be appointed by the Board. Should the Chair be absent from a meeting, the BPLC Chair or Committee Liaison may select one of the other members of the TG to chair the relevant meeting.

4. Meetings of the task group

The TG shall meet as frequently as is necessary to complete its task by the required deadline of 31 October 2024. Where possible, at least ten (10) working days' notice of any virtual meeting shall be provided to all members. A quorum for decisions taken at meetings shall be 50% of the TG members. All meetings shall be conducted over the Microsoft Teams platform and documentation stored within a dedicated Teams area to which all TG members shall be provided access.

A standing item on the agenda of each meeting of the TG shall be "Conflicts of Interest". Disclosure, management, and resolution of actual, perceived or potential conflicts of interests shall be addressed and recorded in any notes taken of the TG meeting. Wherever possible, the TG shall attempt to achieve consensus in its decision-making. Decisions may also be made outside of any meeting by a simple majority resolution or agreement in writing by the majority of members of the TG. The TG Chair shall not have a casting vote.

5. Conflict of interest

Members of the TG must comply with their legal, statutory and fiduciary duties and policy obligations, when discharging their responsibilities as members of the TG. The Secretariat shall provide information to assist TG members as appropriate to their functions.

Members of the TG shall act in good faith and in the best interests of FIDIC as a whole, act with care and diligence and for proper purpose as described in the FIDIC Statutes, By Laws and policies.

Members of the TG must disclose to the Chair and/or the other TG members any actual, perceived or potential conflicts of interest which may exist as soon as the TG member becomes aware of any issue and shall recuse themselves from discussions which may involve that conflict.

6. Independent Advice

Subject to approval of the BPLC Chair, the TG may request independent advisers or other professional advice as may be necessary to undertake their function. The FIDIC Secretariat will be responsible for managing any such engagement.

7. Responsibilities

The TG has the following responsibilities:

- Adhere to the principles and timeframes set out under Section 1 (Purpose).
- Alert the BPLC to any key issues affecting the ability of the TG to undertake its work effectively and efficiently,
- Notify the BPLC of any issues which may impact FIDIC and/or Member Associations and both their interests and their reputations.

8. Authority

The Task Group shall report regularly to the Chair of the Committee. Any content generated by the Task Group is confidential and the intellectual property of FIDIC. The publication or sharing of any material or document generated by the Task Group will be possible and the endorsement, approval and discretion of FIDIC. The Task Group has no authority to incur expenditure without prior Board or FIDIC CEO approval.