



TERMS OF REFERENCE

COMMONWEALTH ENGINEERS' COUNCIL

YOUNG ENGINEERS/FUTURE LEADERS GROUP- WORKING GROUP LEADERS AND MEMBERS

Role Title:	Working Group Leader or Member
Reporting to:	CEC-Young Engineers / Future Leaders Co-Chairs
Term:	2 years
Location:	Remote
Remuneration:	Unpaid and voluntary

BACKGROUND

About the Commonwealth Engineers' Council (CEC)

The Commonwealth Engineers' Council (CEC) is a global network aiming to advance the science, art and practice of engineering for the benefit of humankind. As a platform, CEC has recognised that engineering is at the heart of social and economic development and that engineers need to recognise their responsibility in fostering close working relationships with the wider engineering community within the Commonwealth.

About the CEC- Young Engineers/ Future Leaders Group

The CEC-Young Engineers / Future Leaders Group (YEFLG) is comprised of young individual CEC members across the commonwealth who are interested in supporting works related to engineering within the Commonwealth. The group was formed after the realisation that there is a firm need for youth participation in the Commonwealth given that approximately 60 per cent of the population living in the Commonwealth are youths. Therefore, the Young Engineers/ Future Leaders Group is purposed to galvanize the participation of engineers across the Commonwealth in activities that contribute towards attaining the CEC objectives. The key areas of intervention and working groups that the group seeks to focus on are; Visibility & Awareness, Capacity Building, Resource Mobilization and Projects & Partnerships. However, these areas of intervention are subject to change and can be adapted by the working group members as appropriate. We aim for and encourage diverse regional representation across the Commonwealth.

PURPOSE OF THE GROUP

The YEFLG is established to:

- Promote and support the engagement of young engineers in initiatives that contribute to the social and economic development of the CEC.
- Facilitate knowledge-sharing, capacity-building, and networking opportunities among young engineers.
- Develop and implement projects and partnerships that align with the objectives of the CEC.
- Raise awareness and visibility of the contributions made by young engineers to the engineering profession within the Commonwealth.

KEY AREAS OF FOCUS

The YEFLG will focus on the following key areas:

- **Visibility & Awareness:** Enhancing the profile of the works done by the CEC member countries and young engineers within the Commonwealth.
- **Capacity Building:** Providing opportunities for skills development, education, and professional growth for young engineers.
- **Resource Mobilization:** Identifying and securing resources to support the activities of the YEFLG.
- **Projects & Partnerships:** Initiating and managing projects and partnerships that align with the objectives of the CEC and benefit the wider Commonwealth community.

Note: These focus areas are subject to adaptation based on the needs and priorities identified by the working group members.

MEMBERSHIP

- Membership in the YEFLG is open to young engineers below the age of 35 who are individual members of the CEC and are committed to volunteering their time and expertise. In order to take on a leadership role with a term of two years, members should be no older than 33 years of age.
- Members should have a genuine interest in contributing to the objectives of the CEC and be willing to actively participate in the working group's activities.

WORKING GROUP SCOPE OF WORK

1 Visibility and Awareness Working Group

- Facilitate the management of the information dissemination hub.
- Development of CEC Re-branding strategies
- Manage the CEC Social media platforms
- Collaborate on the production of the CEC newsletters

2 Capacity Building Working Group

- Growing individual and institutional membership
- Organising and planning mentorship programs
- Organizing of online webinars
- Facilitating the awarding of Continuing Professional Development (CPD) Certifications
- Planning of CEC-related conferences
- Collaborate on engineering capacity-building activities across the Commonwealth countries.
- Coordinating and managing the CEC research and innovation hub

3 Resources Mobilization Working Group

- Creation of strategies that increase CEC partnership and membership base
- Development of strategic collaborations
- Grant and fund sourcing

4 Projects and Partnership Working Group

- Appointment of CEC- YEFLG Country Representatives
- Conducting strategic stakeholder engagement
- Planning and organizing collaborative projects and events

KEY RESPONSIBILITIES

Working Group Leaders

- Collaboratively develop a working group strategy specifically tailored to their working group.
- Lead the implementation of the working group strategy.
- Assignment of tasks to working group members.
- Facilitate meetings and effective communication among their members.
- Represent the working group in the broader Young Engineers /Future Leaders Group.
- Ensure the alignment of the working group's activities with the overall objectives of the Young/ Engineers/ Future Leaders Group and the CEC.
- Prepare regular progress reports to be submitted to the CEC-YEFL Co-Leads

Working Group Member

- Assist in the implementation of the strategic plan developed collaboratively by the Working Group Leader.
- Participate actively in meetings and contribute to discussions.
- Undertake specific tasks as assigned by the Working Group Leader.
- Collaborate with other members to achieve the group's objectives.
- Provide feedback to the Working Group Leader on the group's activities and progress.

Note: All working group leaders and members should be individual members of the Commonwealth Engineers Council. Find the application form [here](#)

MEETINGS AND COMMUNICATION

- The working group will meet virtually every quarter, with additional meetings scheduled as needed.
- Communication will primarily occur through online platforms, with email as the main form of correspondence.
- Minutes of meetings will be recorded and shared with all members.

DURATION OF SERVICE

- Membership in the YEFLG is voluntary, with members committing to serve for a period of 2 years, renewable based on mutual agreement.

REPORTING

- All working group members are expected to report to their working group leaders. Similarly, all working group leaders are expected to report to CEC- Young Engineers/ Future Leaders Group Co-Leads, detailing activities, achievements, and any challenges faced.

TIME COMMITMENT

Every working group leader and member is expected to maintain continuous engagement with the CEC-Young Engineers/Futures Group Co-Leads and attend all scheduled meetings. Failure to attend three consecutive meetings without a valid reason will result in automatic termination of their tenure.

RESOURCES AND SUPPORT

Each working group leader will have access to the CEC- Young Engineer/ Future Group strategy and other necessary CEC documents that will enable them to plan the operation of their groups. The group leads and members will also receive support from the CEC President, YEFL Co-Leads and other relevant CEC Members.

CONFIDENTIALITY

All working group leaders and members are expected to keep all things of the group confidential until the team decides otherwise. All external communication needs to be discussed with the Co-Leads beforehand. All official external communications will be through emails with the copying of relevant members and leaders.

Further, all working group leaders and members are expected to comply with the [General Data Protection Regulations \(GDPR\)](#) and are subject to the rules of the [CEC Constitution](#).

APPLICATION PROCESS

The application process for each working group leader and member should involve the submission of a covering letter and curriculum vitae, along with the submission of the online application form which will be available through the CEC website. The applications will be assessed by the YEFL team of co-leaders. All candidate details will be held according to the CEC Data Privacy Policy <https://www.commonwealthengineers.org/privacy-notice.html>.

APPOINTMENT LETTER

Successful candidates will be given appointment letters that highlight the key responsibility and scope of service to the CEC YEFLG.

REVISION OF TERMS OF REFERENCE

The YEFL- Co-Leaders may revise its Terms of References as and when necessary.

ANNEX I - CONTRACT AGREEMENT

I (Name)..... accept the terms of reference as outlined above for the position of(Working Group Leader or Member).....in the (Name of Working Group)..... working group.

Signature:.....

Date:.....