



# INSTITUTION OF ENGINEERS (MAURITIUS)

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## PROTOCOL FOR REPRESENTING IEM OVERSEAS (INTERNATIONAL CONFERENCES)

### CAPPING AT RS.30, 000

Grant of 40% of participation cost to attend meetings to attend conferences approved by IEM Council (e.g. WFEO, CEC, FEIAP, SAFE0)

This was approved at the AGM on 14.3.2014

#### 1. Objectives of Mission

The primary objective of the mission is to represent effectively with professionalism and dignity in the works of the meeting to be attended.

The objectives of the mission is to represent the Institution of Engineers Mauritius at Regional and International forum to further the cause and promotion of the Engineers profile as one of the key providers of service through their research, design and implementation to achieving Sustainable Development of the planet for the benefit of mankind.

The Representative of the Institution of Engineers (Mauritius) undertakes to represent faithfully and with integrity the Institution and its members in the most honourable manner so as to project the Mauritian Engineers in the best light.

The mission will have contributed to the enhancement of the Mauritian Engineers professionalism and overall profile and will have instilled confidence and trust in the competency of the local Engineers.

#### 2. Mode of participation

Upon receipt of an invitation to participate at Regional and International forum, the Secretary will write to the Organizing Party and enquire on the sponsorship, if any is available for such participation.

The Council of the Institution of Engineers (Mauritius) will approve the selection of its representative to participate at such meeting, taking into consideration the relevance of the candidates' background, profile, competence in the subject to be discussed at the forum. In principle, the Institution of Engineers () should be represented by its highest office bearer if the latter is available for such mission. The alternative would be a member of the Council of IEM.

In case no council member is available to participate, the Council will issue a Call to Participate through its normal channel of communications and via its website. Selection will be carried out by the Council on the basis of the following selection criteria:



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- Relevance of the Candidate's profile with regard to the meeting's core subject matter
- The quality of the paper submitted by the candidate on the subject matter

The representative of IEM will present a paper at such forum which will reflect the works or position of the local Engineers on matters of National, Regional and International importance. The representative will have submitted a brief on his presentation to the IEM council for its information and any necessary / appropriate input and final clearance.

The Secretary of the Institution will formally inform the organizing party of the Regional or International body of the participation of the Institutions' representative.

### **3. Reimbursable Participation Cost**

The cost of participation will cover the return air fare travel by economy class to the place of the meeting from Mauritius; cost of registration for participating at such meeting (if applicable) and per diem at UN rates (available on UN website) for the period the participant is out of station for the purposes of the meeting.

The per diem is deemed to cover all local cost of travel from airport upon arrival to hotel and return, all incidental expenses such as meals etc.

The participant will upon return submit (1) a written report on the meeting with his recommendations, if any (2) the boarding passes as proof of travel together with his / her claim for reimbursement.

Upon approval of the claim by IEM Council, the reimbursement will be effected.

Maximum reimbursement cap is either 40% of cost incurred or a maximum of RS. 30,000, whichever is lesser. This was approved at the AGM held on 14.3.2014