



PROFESSIONAL SIMULATION ENGINEER BOARD (PSEB)

Terms of Reference

1. DEFINITIONS

- 1.1. "Council" means the NAFEMS Council.
- 1.2. "Board" means the NAFEMS Professional Simulation Engineer Board.
- 1.3. "Board member" means a member of the NAFEMS Professional Simulation Engineer Board.
- 1.4. "Member of NAFEMS" means a member of NAFEMS or a representative of a company member of NAFEMS.
- 1.5. "PSE" means Professional Simulation Engineer.
- 1.6. "the Register" is the register of Professional Simulation Engineers.
- 1.7. "Administrator" means the administrative resource provided to the Board by the Council.
- 1.8. "Technical Area" means an area of engineering simulation technology as defined by NAFEMS. Each Technical Area is defined by a set of competencies.
- 1.9. "Competency Level" means a level of difficulty which is attached to each competency.

2. OBJECTIVES OF THE BOARD

- 2.1. The objectives of the Board, as defined by Council, are to ensure that:
 - 2.1.1. the register of Professional Simulation Engineers is maintained.
 - 2.1.2. applications from individuals for inclusion on the Register are assessed and either accepted or rejected.

3. BOARD MEMBERS

- 3.1. Board members are appointed by the Council.
- 3.2. When a Board member fails to participate in four consecutive meetings, membership of the Board ceases unless the Board decides otherwise. The Board must communicate such a decision to the Council.

4. CHAIRMAN AND VICE CHAIRMAN

- 4.1. The Board shall elect a Chairman and a Vice Chairman.
- 4.2. Only Board members who are not staff of NAFEMS are eligible to be appointed as Chairman or Vice Chairman.
- 4.3. The Chairman and Vice Chairman shall stand down after a period not exceeding three years. Eligible Board members (including the Chairman and Vice Chairman) may offer themselves for election (or re-election) as Chairman or Vice Chairman.

5. ROLE OF THE BOARD

- 5.1. The Board's main role is to determine what is sufficient to be able to confirm that an applicant is competent in the technical area being assessed.
- 5.2. The Board's role is also to:
 - 5.2.1. Define the processes necessary to achieve the objectives of the Board taking account of current best practice in maintaining a register of professionals.
 - 5.2.2. Monitor the operation of these processes.
 - 5.2.3. Where necessary initiate corrective actions to ensure compliance with the Board's objectives.
 - 5.2.4. Review the documentation supporting these processes at least every three years.
- 5.3. The Board shall review these Terms of Reference at least every five years.

6. MEETINGS

- 6.1. The Board shall hold meetings (electronic or physical) at a frequency agreed by the Board but no less than twice per year.
- 6.2. A Board member may participate in a meeting either by attending the meeting or by any other means of communicating information and opinions regarding the items of business of the meeting.
- 6.3. Minutes shall be taken and circulated in a timely manner after any such meeting.
- 6.4. Decisions made on behalf of the PSE Board may be conducted via collecting votes from the Board members, either during a meeting or via electronic means.

7. MAINTAINING THE REGISTER

- 7.1. The Board defines the format of the Register (PSE name, Technical Area(s), Competency Level(s), dates of entry and expiry, etc.).
- 7.2. The Board decides which NAFEMS Technical Areas are to be made available in the Register.
- 7.3. The Board defines the Competency Levels which are to be made available in the Register.
- 7.4. The Administrator ensures that the Technical Areas and Competency Levels agreed by the Board are available in the Register.
- 7.5. The Administrator ensures that the data related to each PSE is correctly entered into the Register.
- 7.6. The Board shall ensure there are reasonable facilities for any Member of NAFEMS to inspect the data in the Register which is made publically available.

8. CODE OF CONDUCT

- 8.1. The Board defines, maintains, and promulgates a PSE Code of Conduct which shall be reviewed at least every five years.
- 8.2. The Board shall ensure that when applicants are accepted for entry to the Register they agree to abide by the PSE Code of Conduct while they remain on the Register.

9. CONTINUING PROFESSIONAL DEVELOPMENT

- 9.1. The Board defines, maintains, and promulgates the requirements for Continuing Professional Development of PSEs which shall be reviewed at least every five years.
- 9.2. The Board shall ensure that when applicants are accepted for entry to the Register they agree to abide by the requirements for Continuing Professional Development while they remain on the Register.

10. THE PROFESSIONAL REVIEW

- 10.1. The Professional Review is the process to assess applicants against the competency requirements and make recommendations for entry to the Register.
- 10.2. The Professional Review shall include the assessment of a submitted application and, for specified Competence Levels, a review interview with the applicant.
- 10.3. The Board shall appoint suitably qualified and experienced Assessors to conduct Professional Reviews.
- 10.4. The Board shall appoint, from amongst Board members who are not staff of NAFEMS, a suitably qualified and experienced person as Lead Assessor who will ensure Professional Reviews are conducted in a consistent manner.
- 10.5. For each application the Lead Assessor will appoint a minimum of two Assessors to
 - 10.5.1. Review the submitted application
 - 10.5.2. For specified Competence Levels, conduct the Professional Review interview with the applicant.
 - 10.5.3. Recommend acceptance or rejection of the application.
- 10.6. The Lead Assessor will confirm the acceptance or rejection of each application.

11. ENTRY TO THE REGISTER

- 11.1. The Board ensures there is an application process which is operated by the Administrator.
- 11.2. The Board ensures that the definition of the Technical Areas and Competency Levels in the Register are available to applicants.
- 11.3. Applicants for entry to the Register will need to demonstrate their competence in one or more Technical Areas at one of the Competence Levels.
- 11.4. The Board ensures there is the capability to conduct a Professional Review to assess applicants for entry to the Register and that this is used in a timely manner.

- 11.5. Applicants accepted for entry to the Register must confirm their willingness to abide by the obligations specified in paragraphs 8.2 and 9.2 and
 - 11.5.1. accept the application of the NAFEMS Professional Simulation Engineer Disciplinary Procedure in the event of a complaint against them while they are on the Register.
 - 11.5.2. co-operate with the NAFEMS Professional Simulation Engineer Disciplinary Procedure when required.
- 11.6. Once applicants accepted for entry to the Register have confirmed their willingness to abide by the obligations in paragraph 11.5, the Board will issue a Certificate of registration to the applicant confirming their entry on the Register and its period of validity. The Administrator will enter the data related to the applicant into the Register.
- 11.7. The Board shall from time to time review the effectiveness of the application process, the competencies required, and the assessment capability and implement such amendments as may be necessary.

12. APPEAL PROCEDURE

- 12.1. An appeal against a decision to reject an application for entry to the Register shall be referred to Council who operate the PSE Appeal Procedure.
- 12.2. The outcome from the Council's Appeal Procedure must be acted upon by the Board.

13. DISCIPLINARY PROCEDURE

- 13.1. Any complaint against a PSE received by the Board should be referred to Council which operates the PSE Disciplinary Procedure.
- 13.2. When the Board is informed by the Council that the Disciplinary Procedure has been activated for a PSE, the Board shall ensure that the PSE shall be deemed to remain a PSE even if they request removal from the Register or their registration expires.
- 13.3. When the Board is informed of the outcome from a Disciplinary Procedure, the Board shall ensure that any required actions, such as removal from the Register or imposition of sanctions, are completed.

14. RENEWAL OF REGISTRATION OR REMOVAL FROM THE REGISTER

- 14.1. PSEs are entitled to apply to renew their Certificate of registration within the two months before the expiry date on their Certificate.
- 14.2. PSEs will be removed from the Register when
 - 14.2.1. The expiry date on their Certificate of registration is reached.
 - 14.2.2. The Board has been instructed to remove the PSE from the Register as an outcome from a Disciplinary Procedure.
- 14.3. The Administrator will update the data on the Register related to the PSE who has successfully renewed their registration or been removed from the Register.