

Minutes

EXPERIENCE REQUIREMENTS COMMITTEE (ERC)

February 22, 2019

Members

David Kiguel, Chair
 Changiz Sadr, Vice-Chair
 Andrew Poray
 Antonio Paz
 Bill Jackson
 Bosko Madic
 Duncan Blachford
 Maged Ibrahim
 Ravi Gupta
 Rishi Kumar
 Saleh Tadros
 Saverio Pota
 Shawky Ibrahim
 Tibor Palinko
 Tom Murad
 Venkat Raman
 Zbigniew Ewertowski

Andrew Cornel
 Branislav Gojkovic
 Bruce Atrie
 Cameran Mirza
 Charles Leroy Lees
 Christian Bellini
 David Kahn
 Devinder Bahra
 Donald Worth
 Florin Merauta
 Jiteshkumar Modi
 Lionel Ryan
 Mihir Thakkar
 Mohinder Grover
 Nanjappan Ardhanarisamy
 Santosh Gupta
 Spiridon Bot
 Vasantha Wijeyakulasuriya

Staff

Pauline Meyer Lebel
 Moody Farag (Regrets)
 Faris Georgis
 Daniel Mandefro
 Ann Pierre
 Gersan D'Souza
 Jasmina Kovacevic
 Mark Hekimgil
 Muna Labib
 Una Mehta (Regrets)
 Edward Tahiri
 Claire Riley

Guests

Marisa Sterling, PEO Council Vice-President, Council ERC Liaison
 Ramesh Subramanian, ARC Chair
 Marika Bigongiari, Associate Editor, Engineering Dimensions

REGRETS

Afshin Ebteker
 Arshad Ashar
 Ayyun Jeganathan
 Cathy Wang
 Duncan Sidey
 Eugene J. Puritch
 Francis Sigouin-Allan
 Jianguo Wang
 Magdy Attia
 Michael Wong
 Milorad Dimitrijevic
 Nazmy Markos
 Peter Jarrett
 Reda Fayak
 Samuel Abd El Malek
 Shah Alamgir
 Shiraz Rehmani
 Witold Kellermann

Nanjappan Ardhanarisamy
 Abdul Shaikh
 Berta Krichker
 Gabriel Onea
 George Apostol
 Hazem Gidamy
 James McConnach
 John Smith
 Julia Rakocevic
 Julio Vilar
 Mario Orbegozo
 Matthew Xie
 Michael Dang
 Mohammad Mudassar
 Rabiz Foda
 Sat Sharma
 Savio DeSouza
 Tahir Shafiq

Galen Li
 Bahram Mirpourian
 Charles de la Riviere
 Titus Rusu
 Barry Hitchcock
 Gordon Ip
 Gerry Monforton
 Jeremy Carkner
 Hassan Erfanirad
 Mark Bendix
 Jetish Modi
 Florin Doru Merauta
 George Chelvanayagam
 Hisham Alkabie
 Raju Chander
 Farid Danial
 Zoran Mrdja

1. Call to Order and Chair's Introductory Remarks

Chair David Kiguel called the meeting to order at 1:35 P.M. and reported the following:

- As is customary at the first ERC meeting of the year, the presentation of Pins and Certificates of Appreciation for those ERC members who reached milestones in volunteering at PEO takes place. He congratulated them for their years of invaluable support, contributions and dedication. The recognition would be presented to each recipient attending the day's meeting. Member Galal Abdelmessih, a recipient with 15 years of volunteerism, could not attend but sent his best wishes and congratulations to his fellow awardees. For ERC members not attending the day's meeting, the Pins and Certificates will be mailed to them.
- The 2019 elections for PEO officers and councillors was underway and he encouraged everyone to vote. He also noted the appointment of Johnny Zuccon as the new PEO Registrar. He sent a congratulatory note and extended an invitation for him to attend a future ERC meeting.
- The Chair introduced and welcomed a new member of the Licensure team, Edward Tahiri, who joined PEO on January 2, 2019 as an experience assessment officer. Edward is a P.Eng. in Mechanical Engineering with many years of experience in product development, manufacturing, and quality assurance.
- He informed the Committee that Deputy Registrar Michael Price was no longer working at PEO as of February 4, 2019.

2. Approval of the Agenda

- Due to another meeting commitment, Council Liaison Marisa Sterling had to leave the meeting early so the Chair moved the Council Liaison's Report to the top of the agenda.
- He also added an item – the 30 by 30 Task Force initiative – to be presented by Christian Bellini after the Staff Report.
- Santosh Gupta requested that, under Item 12 – Other Business, members discuss sending a thank-you note to Michael Price for his work with and support of the ERC over several years.

MOTION

It was **moved by** Andrew Poray and **seconded by** Lionel Ryan to approve the agenda as amended.

CARRIED

3. Council Liaison's Report

Council Vice-President Marisa Sterling reported the following:

- Since November 2018, PEO partner organizations Consulting Engineers of Ontario (CEO) and the Ontario Society of Professional Engineers (OSPE) have been writing letters to the Attorney General of Ontario which culminated on Council's February 2019 agenda. In Council's February 8, 2019 Disposition of Motions, items were presented by CEO and OSPE asking PEO to do 4 things, however, they were voted down by Council and Council Liaison Marisa Sterling elaborated on these items.
- She referred to the Independent Regulatory Performance Review that was currently being undertaken at PEO by Harry Cayton [formerly with the UK Professional Standards Authority]. One of the reasons the CEO and OSPE items were voted down is due to this current independent review. Council wants to see the outcome of the current review before making decisions around future reviews, in particular, governance, which was the request of CEO and OSPE.
- The second request from CEO and OSPE was that Council stand down the Governance Working Group. A couple of years ago, there was a motion at the Annual General Meeting asking PEO to conduct a governance review. As a result, a task force was initiated but, as yet, it has not transpired. However, there is an interest by councillors to conduct a governance review, but only after the current regulatory review has been completed.
- There was also a request from CEO and OSPE for PEO to adopt all of the recommendations from the regulatory review within a few months. Council opines that this is premature as the review report has not yet been completed. In intent, the motions from CEO and OSPE were not turned down, they were withdrawn because of timing and PEO shared this with the Attorney General. After the review of the regulatory process, Council will revisit the motion put forth by CEO and OSPE.
- There was a request by one of PEO's committees to extend the term limits of members. The exemption was denied as PEO wants to be consistent in assuring that there is member turn-over on committees.
- At its February 2019 meeting, Council held an in-camera discussion regarding member fees increases. Based on its public minutes, Council decided that it had the authority to increase PEO member fees in By-Law No. 1 – which does not include the November 2018 Council decision to increase examination and application fees – without a referendum or change in the by-law. Council opines that the increase of 20%, as of July 1, 2019, is equivalent to the rate of inflation since the last fee increase in 2004. ERC interview fees will also be increase as of July 1, 2019.
- Duncan Blachford asked why there was a repeal by Council of Section 59 of By-Law No. 1: "*Council shall seek confirmation by the members of the association of a by-law passed by the Council pursuant to the Act pertaining only to annual fees for licence holders.*" Christian Bellini explained that relative to this by-law, member confirmation was deleted.

4. Presentation of Anniversary Pins and Certificates

- The Chair invited Vice-President Marisa Sterling, ERC Vice-Chair Changiz Sadr and Pauline Meyer Lebel, Manager, Licensure to the front of the room for the photo sessions

with the awardees. Marika Bigongiari, PEO's Associate Editor, *Engineering Dimensions*, volunteered as photographer.

In Attendance

5 Years

Nanjappan Ardhanarisamy
Florin Merauta

Not in Attendance

5 Years

Liang Guo
Vyjayanthi Keshavamurthy
Nazli Khan
Efeng (Michael) Pan

10 Years

David Kahn
Andrew Poray
Mihir Thakkar

10 Years

Magdy Samaan
Maged Naguib (Resigned/Retired)

15 Years

Behrouz (Bruce) Atrie
Devinder Bahra
Duncan Blachford
Afshin Ebtekar
Zbigniew Ewertowski
Magued Ibrahim
Shawky Ibrahim
David Kiguel
Rishi Kumar
Jiteshkumar Modi
Thamir (Tom) Murad

15 Years

Galal Abdelmessih
Mario Orbegozo
Saeid Safadel
Ferdo Simov
Shigong (George) Yin
Constantin Mighiu (Resigned/Retired)
Richard Yoon (Resigned/Retired)

20 Years

Mohinder Grover
Charles Leroy Lees
Donald Worth

20 Years

Paul Seager (Resigned/Retired)

Another special award was presented to long-standing ERC member and past-chair Santosh Gupta, from the PEO Scarborough Chapter. He received the Governor General of Canada's *Sovereign's Medal for Volunteers*. The medal recognizes the exceptional volunteer achievements from across the country and abroad in a wide range of fields. As an official Canadian honour, it also pays tribute to the dedication and exemplary commitment of volunteers.

5. Approval of the October 12 and December 13, 2018 Business Meeting Minutes

MOTION

It was **moved by** Cameran Mirza and **seconded by** Branislav Gojkovic that the October 12 and December 13, 2018 minutes be approved.

CARRIED

6. Matters and Action Items Arising from the Minutes and the ERC Motions

- The Chair noted that the word “appeal” in the title of the *ERC Interview Results Appeal Process* be changed “decision review”; hence, the *ERC Interview Results Decision Review Process*. He reiterated that the request on the part of applicants to review the results of their interview was already approved and implemented for applicants to use.
- The Chair reviewed the ERC Motions and Actions List and updated dates, completion and further actions. The updated list is attached as Appendix A.

7. Chair’s Report – Including ERC Sub-Committee Activities

The Chair reported the following:

- He recognized the attendance of the Academic Requirements Committee (ARC) Chair Ramesh Subramanian.
- The ERC Vice-Chair and he attended ARC meetings on January 18 and February 15, 2019 and reported on ERC activities.
- ERC members Christian Bellini, Santosh Gupta, Mohinder Grover, Vice-Chair Changiz Sadr and he attended the January 17, 2019 Licensing Committee (LIC) meeting.
- In August 2018, he and Pauline Lebel, Manager, Licensure, wrote a briefing note outlining proposed changes to the *Guide to the Required Experience for Licensing* [the Guide] to remove the required physical presence of the monitor at an engineering intern’s workplace for 30 hours monthly. The proposed changes were approved by both the ERC and the LIC and then submitted to Council for approval at its September 2018 meeting. However, the briefing note was not included on the Council’s agenda and he was directed to seek peer review by the Professional Standards Committee (PSC).

He wrote a letter in September 2018 to the PSC Chair Fanny Wong requesting review of the briefing note and the endorsement of the proposed changes. On December 5, 2018, he received a response from the PSC informing him that the Committee discussed the matter at its November 13, 2018 meeting. The PSC concluded that further information regarding regulatory objectives was necessary to complete its review of the proposed changes to the Guide and requested the following information:

- the original documents which outline the purpose of the monitor process;
- the original legal review obtained by the ERC regarding whether the current legislative framework permits PEO to explore such policy alternatives as the monitor process.

In response, he wrote a letter to the PSC Chair pointing out that the current wording in the corresponding section 2.5.2 of the Guide – Role of the Monitor as Referee – was drafted by the PSC and approved by Council in 2013. The ERC proposal is not to eliminate the physical presence of the monitor but to remove the requirement of 30 hours and replace this stipulation with a mutually agreed number of monthly hours.

The PSC responded to his latest letter in a memo dated January 25, 2019, in which the PSC recommends that the ERC contact the Registrar to obtain budget approval for a legal review of the monitor policy. The ERCSC concluded at its February 11, 2019 meeting that the ERC followed and completed President David Brown's directive to seek peer review from the PSC; therefore, the ERC will resubmit the briefing note requesting Council's approval, in addition to informing Council that the PSC reviewed the proposal and expressed concern about the legal validity of the monitor concept. The ERC will await Council's decision.

- The consultant's recommendations from PEO's independent regulatory performance review are expected to be received by Council in June 2019. The review will provide PEO with the foundation to develop a rational evidence-based approach and business plan to improve operations. Chairs of PEO's regulatory-related committees were interviewed by Consultant Harry Cayton. His interview was conducted on February 6, 2019 and was focused on the role of the ERC and its processes. At the end of his report, he shared a brief synopsis of the interview.
- The consultant is considering the standards of good regulation under 3 regulatory functions:
 1. Licensing and Registration – P.Eng., Provisional, Limited and Temporary licences, Certificates of Authorization (C of A), engineering interns and Consulting Engineering Designations;
 2. Complaints, discipline, compliance and enforcement;
 3. Professional standards.
- The consultant is looking at 7 standards of good performance as related to Licensing and Registration:
 1. Only those who meet the regulator's requirements are licensed or authorized.
 2. The licensing and authorization process, including the management of appeals, internal reviews – and through the Registration Committee – is fair based on the

regulator's standards, and is efficient, transparent, secure and continuously improving.

3. Academic requirements, experience requirements, the Professional Practice Examination (PPE), and good character requirements are linked to standards of practice. They prioritize the public interest and service provision centered on the needs of the engineering clients. The process for reviewing or developing licensing and authorization requirements incorporates the views and experiences of key stakeholders and external events.
 4. Informational, academic requirements, experience requirements and other requirements for licensing, authorization and designation is publicly available.
 5. Through the regulator's registrars, everyone can easily access information about licence holders, C of A holders and consulting engineers except in relation to their health, including whether there are restrictions in their practice.
 6. Employers and supervising engineers are aware of the importance of checking the status of licence and C of A holders. Clients and members of the public can find and check the status of licence and C of A holders.
 7. Through the regulator's continued professional development systems, licence and C of A holders maintain the standards required for competent practice.
- Duncan Blachford pointed out that, via the PEO website, the consultant invited any regulatory committee member to provide comments, contributions, concerns and/or complaints directly to him for consideration in his review. He stated that Council has passed a motion to make the report public once received.
 - The Chair noted that the ERC 2018 Annual Report is due February 28, 2019. Pauline Lebel, Manager, Licensure is working on its completion. He opined that 2018 was a successful year and is outlined in Appendix B of the minutes.

ERC Subcommittee (ERCSC) Activities

The ERCSC held a meeting on February 11, 2019 and matters discussed were the following:

- The Subcommittee continues its work on developing and implementing a process to randomly review selected ERC interviews, video recordings and forms to verify that ERC panel members follow the rules of conduct and to find both positive and negative aspects that will assist in providing better training to improve the quality of the interviews. The working group is comprised of ERC Vice-Chair Changiz Sadr, Jim McConnach and Andrew Cornel and will present its progress at the next ERCSC meeting.
- The Subcommittee reviewed the status of the implementation of the consultant's recommendations and will continue its review in the coming weeks.
- At the August 17, 2018 ERC meeting, it was suggested that the ERCSC discuss and prepare a position to respond to the Ordre des ingénieurs du Québec regarding the

changes to its Canadian experience requirements. Moving forward, the Subcommittee will continue its discussions on the changes.

- Members also discussed the Public Information Campaign (PIC) Task Force's initiative to examine a potential public information campaign based on a value proposition of professional engineering. As a result, the report produced was accepted by Council and it proposed an actual campaign, however, it would have been quite costly. When it came to PEO's 2019 budget, there was a deficit and, therefore, certain initiatives were postponed or put on hold until finances are in order. Vice-Chair Changiz Sadr suggested inviting PIC Chair Marilyn Spink to a future ERC meeting to share an update with the members.

8. Staff Report

Pauline Meyer Lebel, Manager, Licensure reported the following:

- She noted that Michael Price was no longer with PEO, effective February 4, 2019.
- Johnny Zuccon was appointed PEO Registrar, effective February 5, 2019.
- Scott Clark, Chief Administrative Officer, was no longer with PEO, effective February 12, 2019.
- The 3 Licensing and Registration Managers, Moody Farag, Faris Georgis and she will be giving a presentation at the plenary session of the March 21, 2019 Council meeting on the licensing process and the timelines of its various steps, and to respond to any of Council's questions relative to the licensing process.
- The 3 Licensing and Registration Managers also met with the performance review consultant on February 5, 2019. They discussed the licensing process: a) questions related to the 4-year experience requirement; b) the number of women on the ERC; c) the ability to provide a female interview panel member for a female applicant; d) structured questions and the subjectivity of the interviews; e) how PEO, the ERC panel deals with bias during the course of an interview.
- On February 1, 2019, she attended a Registration Hearing, the continuation of a hearing that began October 22 and 23, 2018. Postponement was due to the expert witness' unavailability because of illness. However, the decision was taken to proceed, and the expert witness will hear all of the testimony and make a decision based on what was heard throughout the trial. The hearing went ahead because it would have been unfair to the applicant not to start the hearing in October 2019. The trial continued through to February 1, 2019, with the expert witness testimony being the only outstanding item. The final decision could take several months.
- Council approved a 20% increase for all fees. The fee for an ERC interview that is an ARC referral will increase to \$700 based on the set-up fee for an exam program and

the fee for a first exam. A credit will be issued towards a first exam if an applicant does not pass the interview by not having his or her exam program waived. There is no charge for a PEO-requested experience assessment interview, nor interviews for reinstatements and limited licences.

- Included in the meeting material was a Canadian Engineering Qualifications Board (CEQB) paper for consultation on entrepreneurship – guidance on how entrepreneurs can meet licensure requirements within their own specific context. The CEQB is asking their member regulators for comments, consideration and recommendations on proceeding with the study. In order to include the paper in their work plan, the CEQB sought permission from the Engineers Canada Board to circulate the white paper to get a sense of whether there was interest on the part of regulators to give their feedback on producing such a paper. ERC members were asked to forward their comments to Pauline Meyer Lebel within three weeks.

9. **PEO 30 by 30 Task Force**

30 by 30 Task Force (30 x 30 TF) Vice-Chair Christian Bellini gave an overview of the initiative:

- Engineers Canada originally launched the 30 by 30 initiative with a goal of increasing the number of newly licensed female engineers to 30% by the year 2030. Currently, the number of licensed female engineers nationally is 17.4% in 2017, and in Ontario, the number of newly licensed female engineers is 19%. Percentages have stagnated for the past five years.
- Initially, the program was seen by PEO as an advocacy item and PEO assigned the program to OSPE to be the Ontario representative. As time evolved, every regulator signed on to the program except for PEO. As OSPE is not a regulatory body, it could not sign on to the program officially and the optics did not look favourable as it seemed as though Ontario was not supporting the program. However, last year, Council recognized the distinct regulatory component of the program since it involves licensure. As a result, PEO signed on to the initiative since the objective is engineering licensure. It was pointed out that 30 by 30 is not a women's initiative to solve, but rather one for all engineers to solve.
- Council unanimously endorsed the 30 by 30 initiative in September 2017 and PEO approved the establishment of a 30 x 30 TF in June 2018 which is comprised of the Chair, Helen Wojcinski, Past President Bob Dony, Councillor Lola Hidalgo Salgado and Vice-Chair Christian Bellini. The goal is to concentrate on people from the point of when they become an engineer-in-training, at the time of graduation, to the point of when they get their licence.
- It is significant to undertake this initiative because equity is important; economic, social and organizational success is built on this. There is more success when there is a diverse and equitable workforce. Women are not a diversity group but, instead,

comprise of 50% of the population. Other licensed professions such as law and medicine have already attained gender parity, however, the engineering profession is behind, which is why PEO wants to make the objective an intentional effort. The TF is mandated to raise the profile and awareness of the program with key stakeholders along the pathway to licensure: employers of engineers, women's groups, universities, organizations that support internationally educated engineers, and within PEO committees, chapters and membership.

- Going forward, Vice-Chair Christian Bellini noted that the TF will be initiating a series of tracking metrics. What to track and how to track is still under consideration and he will update members at the next ERC business meeting. The TF will continue its awareness sessions with employers of engineers and universities and will compile the feedback in July and August 2019 in order to put together a set of best practices. There will be other updates with stakeholders in September through December 2019.
- Extended discussion ensued from varying perspectives and valuable feedback was provided. The Chair requested that an update on the 30 x 30 TF be noted as a standing item on future ERC meeting agendas.

10. Licensing Committee (LIC) – Update

LIC Vice-Chair Santosh Gupta reported the following:

- At its January 17, 2019 meeting, the LIC received and agreed, in principle, with the ERC Interview Results Dispute Resolution process that was approved by the ERC on October 12, 2018.
- The LIC also received and agreed to the ERC-recommended changes to the reinstatement licences.
- The committee developed its 2019 Human Resources and Work Plans.
- The 2018 LIC Activity Report was completed and submitted by the deadline for inclusion in PEO's 2018 Annual Committee and Task Force Reports.
- On February 6, 2019, on behalf of the LIC, he and George Comrie met with the independent consultant Harry Cayton and Diana William, who worked with the College of Pharmacists, for interview with respect to PEO's Regulatory Performance Review. They explained the mandate of the LIC and how it carries out its responsibilities.
- Santosh Gupta is also a member of the Consulting Engineer Designation Committee (CEDC). On February 7, 2019, he met with the external reviewers again on behalf of the CEDC. In the interview, members explained how applications for consulting engineer designations are thoroughly scrutinized before PEO's approval is given.

- LIC Chair Barna Szabados noted that he spoke with PEO President David Brown about how the Chairs of the Legislative Committee (LEC) and Professional Standards Committees (PSC) were not directly communicating with the LIC and ERC Chairs, but were rather communicating via their staff advisors as intermediaries. The LIC opines that this manner of inter-committee communication has been causing undue delays in resolving the issues and, at times, has resulted in communication breakdowns. President Brown agreed with LIC Chair Szabados that interaction between the committees should be directly from chair to chair, without going through staff advisors.
- At the January 17, 2019 meeting, Deputy Registrar Michael Price was the staff advisor and presented the update on the Office of the Ontario Fairness Commissioner (OFC). He commented that the new Commissioner and staff did not fully understand the ARC and ERC efforts. Therefore, the OFC is asking PEO to develop policies and procedures which, he opined, would be redundant, i.e., to further develop policies and procedures to eliminate any perceived bias regarding the ERC interviews. As a result, PEO will request that an independent legal counsel respond to the OFC.
- Nor was the OFC satisfied with the ARC's internal independent review of academic assessments, in particular, the step before an applicant goes to the Registration hearing. The ARC developed this policy which was approved by the ARC and sent to Council for approval, however, the OFC remains unclear about the process.

11. Academic Requirements Committee (ARC) Activities Report

The ARC chair Ramesh Subramanian reported the following:

- He met with the Regulatory Performance Review consultants on February 7, 2019. There were more questions regarding the ERC than the ARC, and about the ARC referrals to the ERC.
- ARC referrals are unique to PEO, no other regulator in Canada sends ARC applications for ERC interviews. When the consultant asked why the ARC could not conduct the interviews, he explained that the 23 ARC volunteers already have a heavy workload in assessing applications. In 2018, the ARC assessed 2,850 non-CEAB files, approximately 240 per month.
- The ARC now has a Distance Education Subcommittee. They are starting to see many Distance Education applications, including Accreditation Board for Engineering and Technology (ABET – USA) accredited programs, that are almost 100% online degrees. He had to explain to the consultants that PEO still must apply due diligence and cannot simply accept ABET-accredited degrees, nor automatically exempt these applicants from writing exams. There are fundamental differences in their transcripts.
- Regarding to the OFC's response to the ARC's independent review of academic assessments, when an applicant submits additional information, the OFC agrees with

the file returning to the original assessor. When everything is provided, the question is what happens then.

- He quoted statistics for the 2,850 non-CEAB applications: 31% exempt; 1,600 applicants were assigned exams; 681 were referrals to the ERC; and 47% of the exams were waived.
- Members asked questions about and discussed specific exam programs.
- The ARC Chair thanked the ERC for all of the work that the committee is doing.

12. Other Business

Motion

It was **moved by** Santosh Gupta and **seconded by** Cameran Mirza that the ERC Chair David Kiguel send a thank-you letter to Michael Price for his years of support and contribution to the Experience Requirements Committee over the years.

CARRIED

13. Adjournment

The meeting was adjourned at 4:00 PM

Next ERC Business Meeting: **Friday, April 26, 2019**

EXPERIENCE REQUIREMENTS COMMITTEE (ERC) ACTION ITEMS LIST

Item	Action	Action By	Meeting Date	Item No. of ERC Meeting at which Action Requested	Due Date	Status/Comments
1.	ERC subcommittee to review changes to licensure requirements by the Ordre des ingénieurs du Québec (OIQ)	ERC Subcommittee (ERCSC)	August 17, 2018	Item 7	To discuss in June 2019 meeting	In Progress
2.	Subcommittee to monitor the implementation of the results of the consultant's recommendations with regard to improving ERC interviews (I3PWG plan)	ERCSC	February 17, 2017			In Progress
3.	Development of a Quality Review Board	Task Force	August 17, 2018	Item 7(b)	June 2019	In Progress
4.	Revision of Limited Licence interview instructions	Task Force: Bill Jackson, Peter Jarrett, Jim McConnach, David Kiguel	October 12, 2018	Item 10	TBD	In Progress
5.	Seek approval for the Practice Evaluation and Knowledge Program (PEAK) credits for participating in interviews	David Kiguel	October 12, 2018	Item 10	December 2018	Completed: The Chair wrote to Bernard Ennis – no changes to PEAK expected.
6.	Changes to the requirements for the monitor as referee in the Experience Guide	David Kiguel	December 13, 2018	Item 5. (6)	March 2019	Ongoing: Revised Briefing Note submitted for inclusion in the March 2019 Council package

EXPERIENCE REQUIREMENTS COMMITTEE (ERC) ACTION ITEMS LIST

Item	Action	Action By	Meeting Date	Item No. of ERC Meeting at which Action Requested	Due Date	Status/Comments
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						

EXPERIENCE REQUIREMENTS COMMITTEE (ERC) ACTION ITEMS LIST

COMPLETED ITEMS

Item	Action	Action By	Meeting Date	Item No. of ERC Meeting at which Action Requested	Due Date	Status/Comments
C-1.	Development of a dispute resolution of interview results.	Task Force	December 13, 2018	Item 7 (a)	February 2019	Completed and approved by the ERC
C-2.	Proposed Changes to the Reinstatement Process	David Kiguel, Faris Georgis	August 17, 2018	Item 7 (f)	December 2018	Completed: Approved by the ERC December 2018 and already implemented
C-3.	ERC position paper on Canadian Experience	Cameran Mirza	June 8, 2018			Completed: Paper to be tailored and submitted for publishing in <i>Engineering Dimensions</i>