



FIDIC Board Candidate role and qualifications required

General scope and commitment in position as FIDIC Board Director

The length of term as Director of the FIDIC Board is 4 years.

There are 3 or 4 in person Board Meetings per year, aimed for February, May, September and sometimes December. These are normally two full days for each meeting.

In addition, Board Directors may be asked to serve on Board Committees and Task Groups. Most Committee meetings are held by teleconference.

Directors are expected to attend the annual FIDIC International Infrastructure Conference (around seven days in total, including the Board meeting).

Directors may expect to commit up to 10% average working time serving as a Board member.

Directors are responsible for liaison with Member Associations, and one or more FIDIC Committee(s) or Task Force(s), and may participate on other committees. This may involve production of papers, agendas, reports, etc. and co-ordination of inputs from members. Adherence to timelines for outputs is important.

Some attendance will be expected, representing FIDIC at functions organised by MAs, as well as other events or conferences organised by or with FIDIC in various regions.

Commitment and loyalty to FIDIC via participation in all Board activities will be mandatory.

FIDIC supports diversity and inclusivity.

Expenses, travelling costs – Reimbursement

FIDIC reimburses best-possible priced airfares for the Director for attendance at Board Meetings or when on FIDIC business.

FIDIC also compensates for hotel accommodation at the same occasions, including the annual FIDIC International Conference. This is extended to cover registration of the Director for the Conference business sessions.

FIDIC does not pay any other costs.

Qualifications of candidates - Guidelines

In seeking to lead FIDIC in the best way possible, the Board is seeking high calibre candidates who are highly skilled, representative of the industry and reflective of its diversity in terms of gender, experience, domicile, work, economy and jurisdiction.

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The Board is seeking members who will contribute the best ideas and proposals for the future of FIDIC and our industry, who will commit their time and energy to leading FIDIC and our industry to a better and brighter future.

Board Directors are required to observe the Code of Conduct included as Attachment 2.

- The candidate must be an executive employee of a firm being a member in one of the national Member Associations (MA) of FIDIC. That firm must be in good standing. The MA must likewise be in good standing with FIDIC.
- The candidate should have made recognisable contributions to, and have a history of, involvement with the national MA. The candidate should preferably have at least 10 years involvement in the industry, be generally in good health and be active in the consulting industry, both domestically and preferable also on the international arena.
- The candidate must be recognised by his or her peers as being fully aware of the issues in the industry and must possess and behave to high ethical and moral standards.
- The candidate should, by personality, earlier achievements and visions for the future, preferably be representing diversity and progressive development of the industry.
- The candidate should, in terms of skills and style, compliment the remaining Board members and be capable to developing good working relationships with the Board members
- The candidate should have the full support of his or her firm and the national MA.
- The candidate must have the ability to take time out from his or her business to attend FIDIC meetings and be involved in FIDIC business.
- The candidate should possess fluency in English and should be comfortable with being exposed to media publicity.
- The candidate must have no travel restrictions or limitations that would preclude attendance at meetings.
- The candidate should preferably have made contributions to FIDIC via active participation in FIDIC Task Forces, Committees or Regional Groupings within the previous five years (this will indicate a reasonable working knowledge of FIDIC).
- The candidate should have a good degree of international experience; this may be established through business within the candidate's firm, or via active participation in FIDIC International or Regional Conferences or in other recognised international bodies.
- The candidate must have been subject to an assessment process by his or her MA, which should have regard to the above guidelines.
- The candidate will preferably have experience in one or more governance positions.

Member Association (MA) responsibilities

The nominating MA shall form a Committee which interviews and reviews the suitability of the potential candidates against the above criteria. This may include discouraging or provision of guidance to those individuals who are not qualified or not able to allocate the necessary amount of time.

The process followed and results of this review shall be submitted to FIDIC along with the nomination and support letter.

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PO Box 311 1215 Geneva 15, Switzerland
Tel: +41 (22) 799 49 00 Fax: +41 (22) 799 49 01
E-mail: fidic@fidic.org www.fidic.org

Checklist of documents to accompany the Nomination Form

- A standard Nomination Form prepared by the nominating MA and signed by at least one other MA.
- A letter of support from the MA, together with a description of the processes followed in assessing the candidate and the results of the process.
- A “willingness to serve” letter from the candidate in a standard format.
- The candidate’s CV in standard format which addresses the “qualifications” listed above (maximum 2 pages).
- A half page bio sketch, suitable for distribution to voting MAs (maximum 150 words).
- A brief paper (in English) with the candidate’s views of current international issues and future trends impacting on the consulting industry; and setting down the candidates particular background and interests in relation to these factors.
- A high quality photograph, at least passport size in colour. The recommended format is JPG or JPEG.

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ATTACHMENT 2

Board Directors' Code of Conduct

The directors of FIDIC agree that they are bound by this Code of Conduct and that any director who breaches this Code of Conduct will offer his or her resignation to the Board. Should the breach be serious and he or she fail to do so, the directors will withdraw their support from him or her and may request the GAM to re-consider the position of that director.

Act as a leader. Promote FIDIC values, its mission and its role; recognise FIDIC's role as an industry leader and actively communicate its messages; share its knowledge, participate actively in committees where you have committed to do so.

Be respectful and constructive. Support the board and its chair; offer your views thoughtfully and dispassionately; welcome new directors and encourage their active participation; take your responsibilities seriously and be accountable for them.

Act with honesty and integrity. Be open and transparent in your dealings; use power and authority wisely and responsibly; do not place yourself in a position of being conflicted; earn the trust of those you interact with and do not act as a representative of any constituency at the Board.

Act in the best interests of FIDIC. Act to enhance FIDIC's reputation; act in good faith; accept responsibility for your actions; if your reputation is compromised, recognise the potential impact on FIDIC; bring your best to FIDIC.

Act fairly and inclusively. Act respectfully to all; be professional and courteous; balanced and considered; welcome diversity, appreciate difference and different opinions; avoid bias, discrimination, self-interest and constituency interest.

Use your position appropriately. Represent FIDIC so as to enhance the FIDIC brand; communicate accurately FIDIC's position to stakeholders; do not misrepresent yourself or FIDIC; do not use your position for personal gain or benefit; decline gifts or favours offered or accorded to you which may be offered to influence your judgement or may bring your integrity into question.

Use information appropriately. Respect confidentiality of the Board's deliberations and the information provided to it.

Act responsibly in financial matters. Understand financial reports; inquire where financial reports are not clear or where you may have any concerns; question conclusions and language in any report that you may not agree with.

Exercise due care and diligence. Read board papers and be prepared at meetings; reasonably inquire if you believe that information is inadequate or incomplete; critically consider decisions put before the board.

Comply with the law and statutes and by-laws. Understand your responsibilities before you act; avoid legal mis-steps and act to achieve compliance.

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FIDIC Board Director Nomination Form

We hereby nominate the following candidate for election to the FIDIC's Board for the period starting at the General Assembly Meeting to be held on 10 September 2019 in Mexico City, Mexico.

Candidate details

Name:
Position
Company name:
Address (including postal code, city, country):
Direct Email address:
Telephone / Mobile:
Fax:
Company website:

Member Association nominating the candidate

For and on behalf of _____
[name of nominating Member Association]

Country: _____

We hereby support the above nomination of _____
[name of candidate]

Place and Date: _____

Name & position of MA Director/President submitting the nomination:

Signature(s):

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Member Association supporting the nomination

For and on behalf of _____
[name of supporting Member Association]

Country: _____

Place and date: _____

Name & position of person submitting the nomination: _____

Signature(s):

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Fédération Internationale des Ingénieurs-Conseils
International Federation of Consulting Engineers
Internationale Vereinigung Beratender Ingenieure
Federación Internacional de Ingenieros Consultores

ATTACHMENT 5

Candidate's bio-sketch summary

Candidate's family name:

Candidate's first name:

Summary of Candidates experience and involvement with FIDIC:
(Maximum 150 words)

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Fédération Internationale des Ingénieurs-Conseils
International Federation of Consulting Engineers
Internationale Vereinigung Beratender Ingenieure
Federación Internacional de Ingenieros Consultores

ATTACHMENT 6

FIDIC “Willingness to serve” letter template to be signed by the candidate

Must be on Company’s letter head

[Place and Date]

[Addressed to nominating Member Association]

Dear *[Name of President, etc]*,

This is to confirm my willingness to serve as member of the Board of the International Federation of Consulting Engineers (FIDIC) for a full term in the event the delegates select me for that capacity.

Yours sincerely,

[Name & Signature]

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