



INTERNAL RULES AND REGULATIONS

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FORWARD

It is with great pride and a sense of responsibility that I present to you the Internal Rules and Regulations of the Institute of Engineering Rwanda (IER). This document marks a significant milestone in our ongoing commitment to promoting professionalism, accountability, and excellence within Rwanda's engineering fraternity.

As IER continues to grow in both scope and impact, it becomes increasingly important to ensure that our operations and the conduct of our members are governed by clear, consistent, and transparent guidelines. These Internal Rules and Regulations (IRR) provide a strong foundation for that purpose. They define our Institute framework, describe the rights and obligations of our members, and set standards that reflect both national expectations and international best practices.

This framework is not only a regulatory tool but also a compass that guides our collective vision towards integrity, innovation, and service to society. I encourage all members, stakeholders, and partners to read this document attentively, adhere to its provisions, and support its implementation. Let it be a living guide that fosters unity, discipline, and professionalism in all that we do.

On behalf of the Governing Council, I extend my sincere appreciation to everyone who contributed to the development of these rules and regulations. Your insights, dedication, and technical input have helped shape a document that is both practical and visionary.

Together, let us uphold these standards and continue building a resilient and respected engineering profession for the benefit of Rwanda and beyond.

Long Live the Institute of Engineering Rwanda!



Eng. Gentil KANGAHO

The President of the Institute of Engineering Rwanda (IER).

Kigali, on. 12 / 2 / 2026

CHAPTER ONE: GENERAL PROVISIONS

Article 1: Purposes

LAW N° 023/2025 OF 01/09/2025 governing the professions of Architecture, Engineering, and Quantity Surveying changed the name from the “*Institute of Engineers Rwanda*” to the “*Institute of engineering Rwanda*” with legal personality and refers to *Internal Rules and Regulations* in most of its provisions, with a view mainly to regulating in detail the organization and functioning aspects of the Institute.

This legal tool establishes the *Internal Rules and Regulations* of the Institute of engineering Rwanda as determined by the above-mentioned law on the following:

- i. These Internal Rules and Regulations determine the organization, functioning, and powers of the organs of the Institute of engineering Rwanda.
- ii. They also set up the terms and conditions for adherence to the profession, the conditions, and procedures for practicing the profession of Engineering.
- iii. Furthermore, they provide a list of professional faults and their sanctions to be avoided by all professionals.
- iv. The Internal Rules also determines how the management and finance is done within the Institute of engineering Rwanda.

Article 2: Definitions

In accordance with these Internal Rules and Regulations the following terms shall have the following meanings:

- i. “**Ad hoc Committee**” is a Committee whose creation is simply justified by the circumstances and the Governing Council shall determine the mandate, duration and logistical means as.
- ii. “**Branch**” means a Branch of the Institute established under these Rules and Regulations.
- iii. “**Class**” means category of membership.
- iv. “**Code of Ethics**” means sets of standards for engineers' obligations to the public, their clients, employers, and the profession encompassing right conduct.
- v. “**Graduate Engineer**” means someone in an engineering field from a legally recognized higher learning Institution, registered by the Institute considered to be undergoing Internship under the supervision of the professional member of the Institute;

- vi. **“Engineer”** means an individual who has completed formal training in an engineering discipline from legally recognized High learning Institution, has been awarded an engineering degree, and is registered with the body mandated to regulate the profession of engineering;
- vii. **“Professional Engineer”** this represents the first (01) category of practicing engineers as prescribed in these Internal Rules and Regulations;
- viii. **“Senior Engineer”** this represents the second (02) category of practicing engineers as prescribed in these Internal Rules and Regulations;
- ix. **“Consulting Engineer”** this represents the third (03) category of practicing engineers as prescribed in these Internal Rules and Regulations;
- x. **“Engineering Consulting Firm”** means an entity registered with the competent professional Institute and licensed to provide consultancy services in the field of engineering
- xi. **“Graduate Technologist”** shall mean a graduate with an A1 Diploma from a recognized College, registered by the Institute considered to be undergoing Internship under the supervision of the professional member of the Institute;
- xii. **“Professional Technologist”** shall mean an A1 Diploma holder from a recognized College with a minimum experience of two to eight (2-8) years from the date of graduation.
- xiii. **“Senior Technologist”** shall mean an A1 Diploma holder from a recognized College with a minimum experience of eight (8) years from the date of graduation.
- xiv. **“Junior Technician”** shall mean an A2 Certificate holder from a recognized College whose experience is less than two (2) years from the date of graduation.
- xv. **“Senior Technician”** shall mean an A2 Certificate holder from a recognized College whose experience is not less than five (5) years from the date of graduation.
- xvi. **“Foreign Engineer”** means a person who is a professional engineer but is not a citizen of East African member States.
- xvii. **“Member”** means a registered person in the register of the Institute as determined by these Internal Rules and Regulations.
- xviii. **“Registration”** means the process of assessing the competency of applicants for registration and entering the names of those who qualify into the Roll of Engineers.

- xix. **“Institute of engineering”** a professional organization responsible for promoting best practices and regulation of practitioners involved in the engineering activities while protecting the public interests on quality, safety, and health.
- xx. **“The Registrar”** means the person appointed by the Institute to coordinate registration process and maintain the register and records of members.
- xxi. **“The Roll”** means the official list of compliant members of the Institute.
- xxii. **“The Standing Committee”** means a permanent committee within the Institute whose mandate is determined by these Internal Rules and Regulations.

CHAPTER TWO: GOVERNANCE OF THE INSTITUTE

SECTION 1: ORGANIZATION OF THE INSTITUTE

Article 3: Headquarters of the Institute

The Headquarters of IER is located in Kigali and maybe relocated to another area within the Republic of Rwanda by a decision of the General Assembly. The Institute may also establish branches in other parts of the Republic of Rwanda.

Article 4: Organs of the Institute

The Institute of engineering Rwanda shall comprise the following organs:

- i. The General Assembly.
- ii. The Governing Council.
- iii. The Audit Committee.
- iv. The Executive Secretariat.

Article 5: Operation of the organs of the Institute

The organs of the Institute work in a complementary manner, respecting the mandates and responsibilities of each organ in accordance with applicable laws and by-laws.

SECTION 2: FUNCTIONING OF THE INSTITUTE

Article 6: General function of the Institute

The General Functions of the Institute include:

1. Regulation of the Engineering Profession:

- i. Establish and enforce standards for engineering practice.
- ii. Promote and ensure ethical conduct among professionals.
- iii. Oversee the registration and licensing of engineers.

2. Development of Professional Competence:

- i. Organize training, workshops, and Continuous Professional Development (CPD) programs.
- ii. Promote innovation, research, and knowledge sharing in the engineering field.
- iii. Support academic and practical skill development initiatives.

3. Advocacy for Members:

- i. Represent the interests of engineers in public and private sectors.
- ii. Advocate for favorable engineering policies and regulations.
- iii. Serve as a unified voice for engineers in Rwanda.

4. Promotion of Engineering Excellence:

- i. Encourage adherence to quality standards and best practices.
- ii. Recognize and reward outstanding achievements and contributions in engineering.

5. Collaboration and Partnerships:

- i. Engage with government Institutes, academia, and industry stakeholders.
- ii. Foster regional and international collaboration within the engineering community.

SECTION 3. PROVISIONS RELATED TO GENERAL ASSEMBLY

Article 7: Composition

The General Assembly is the supreme organ of the Institute. It is composed of the following members:

- i. Members of the Governing Council (7).
- ii. Immediate Past Members of the Governing Council (7).
- iii. Members of the Audit Committee (5).
- iv. Members of the Standing Committees (35).
- v. Members of the Graduate Engineers Committee (10).
- vi. Representatives of the category of Professional Engineers (15),
- vii. Representatives of the category of Professional Technologists (15).
- viii. Representatives of the category of Technicians (10).
- ix. Representatives of Consulting Firms (15).
- x. Members of the Women Chapter Committee (5).

Members of other chapter committees as determined by the Governing Council.

The Institute shall enable each class listed in v, vi, vii, viii, ix above to elect their representatives using any available means of communication.

Representative of the chapters will be elected directly from their chapters and their mandate will be 3 years renewable once. The secretariat shall work with chapters in the process of election of the representatives. To minimize costs related to physical meeting, chapters shall be encouraged to elect their representatives virtually using electronic tools/means.

Article 8: Responsibilities of the General Assembly

The General Assembly shall have the authority to:

- i. Adopt the Internal Rules and Regulations, including the Institute's Code of Ethics.
- ii. Elect and dismiss members of the Governing Council.
- iii. Appoint and dismiss Members of the Standing Committees.
- iv. Adopt the annual budget of the Institute.
- v. Adopt the annual activity report, financial report, and external audit report.
- vi. Approve the schedule of practicing fees.
- vii. Adopt the agenda for General Assembly meetings.
- viii. Approve all other operational documents necessary for the effective functioning of the Institute.
- ix. Approve sitting allowances for members of the Governing Council, Audit Committee, and Standing Committees.

Article 9: Convening of General Assembly Meetings

The Institute shall hold two types of General Assembly meetings: *Ordinary* and *Extraordinary*.

1. Ordinary General Assembly Meeting:

The Ordinary General Assembly Meeting shall be convened once a year. The date, time, and venue of the meeting shall be clearly indicated in the official invitation, which must be sent at least fifteen (15) working days in advance. The meeting shall be convened by the President of the Institute or, in the absence of the President, by the Vice President.

2. Extraordinary General Assembly Meeting:

The Extraordinary General Assembly Meeting may be convened within fifteen (15) calendar days if the scheduled Ordinary General Assembly fails to take place due to lack of quorum or other procedural issues. In the absence of both the President and the Vice President, and upon a written request by at least two-thirds (2/3) of the General Assembly members, the meeting shall be convened and shall decide by consensus who will preside over it.

Article 10: Participating in the sessions of the General Assembly

Each member of the General Assembly shall personally and punctually attend all sessions. A member unable to attend for valid reasons must notify the President, through the Secretariat, in writing at least three (3) days before the meeting and may appoint a colleague as proxy through a written correspondence addressed to the Institute. No member may hold more than one proxy.

Unjustified absences or delays constitute a professional breach and are subject to disciplinary action under these Rules and Regulations. Moreover, no member may be represented by proxy in more than three (3) consecutive meetings unless a justified exemption is granted by the Governing Council.

Any member who fails to participate in the proceedings of the General Assembly without a justified and pre-approved reason shall be subject to a penalty of fifty thousand Rwanda Francs (Frw: 50,000). The justification must be submitted in writing at least five (5) days prior to the convening of the Assembly. No practicing license shall be issued to the member until the penalty has been fully paid.

Article 11: Quorum

A regularly convened General Assembly shall be considered validly constituted and may deliberate when the members present or representatives of different categories if membership constitute an absolute majority of those specified in Article Seven (7) of these Internal Rules and Regulations.

The Governance Council may confirm quorum based on online registration records and, when necessary, may decide to convene an Extraordinary General Assembly Meeting. This provision ensures that the Assembly can proceed when procedural or logistical difficulties prevent the Ordinary General Assembly from being held.

Article 12: Voting and Decision-Making at the General Assembly Meeting

- i. Voting at the General Assembly shall be conducted by a show of hands, or by any other method agreed upon by the members present.
- ii. Each member of the General Assembly, or their duly authorized representative, shall have one vote.
- iii. Decisions of the General Assembly shall be adopted by an absolute majority of the votes cast.
- iv. In the event of a tie, a second round of voting shall be conducted.

Elections for the Governing Council and Committees, as well as decisions regarding the dismissal of a member, shall be carried out by secret ballot to ensure confidentiality and integrity.

Article 13: Resolutions and Minutes of General Assembly Meetings

Resolutions adopted during General Assembly meetings shall be approved and signed by the Chairperson and the Secretary of the meeting.

Minutes of each General Assembly meeting shall be prepared by the Executive Secretary or, when applicable, by another secretary designated by the Executive Secretary. The draft minutes, along with the adopted resolutions, shall be circulated via email to all members who attended the meeting within fifteen (15) working days from the date of its conclusion.

SECTION 4: PROVISIONS RELATED TO THE GOVERNING COUNCIL

Article 14: Composition of the Governing Council

The Governing Council shall be composed of seven (7) elected members, as follows:

- i. The President and Vice President.
- ii. Five (5) additional elected members.

In addition, the Council shall include:

- i. One (1) representative of the Minister, serving as a non-elected member appointed by the Minister of Infrastructure, without voting rights.
- ii. The Immediate Past President/Chairperson will serve as an ex official member of the Governing Council for one term to help maintain continuity and institutional memory. If absent, the Immediate Vice President/Vice-Chairperson will attend instead. Both serve in an advisory role only and do not have voting rights on Governing Council matters.
- iii. The Executive Secretary shall be responsible for minute-taking and administrative support to the Governing Council and shall serve without voting rights.

Article 15: Responsibilities of the Governing Council

The Governing Council shall have the following responsibilities:

- i. To review and approve the draft Rules of Procedure and Code of Ethics of the Institute, and to oversee their implementation.
- ii. To consider and decide on applications for authorization or licensing to practice the profession.
- iii. To adopt and maintain the Roll of members of the Institute.
- iv. To prepare the benchmark scale fees, subject to approval by an Order of the Minister.
- v. To review proposals for sitting allowances for members of the Governing Council, Audit Committee, and other Standing and *Ad hoc* Committees.
- vi. To initiate disciplinary proceedings against members suspected of professional misconduct and to impose sanctions on those found in breach of the professional codes and standards.
- vii. To review the strategic plan, annual activity report, and budget execution report of the preceding year.
- viii. To review the draft action plan and draft budget proposal for the following year.
- ix. To approve the organizational structure, appoint, and oversee the performance of the Executive Secretary.
- x. To monitor the implementation of the decisions of the General Assembly.
- xi. To receive, assess, and decide on the views, concerns, and suggestions submitted by members of the Institute
- xii. To adopt the professional training program and ensure continuous training for members of the Institute.
- xiii. To adopt and supervise the professional attachment program designed to prepare recent graduates for professional practice.
- xiv. To ensure the integration and respect of gender equality principles in all activities

of the Institute.

- xv. To decide on any other matter not explicitly addressed by the Rules of Procedure or the Code of Ethics.

Article 16: Eligibility Criteria of Members for the Governing Council

To be eligible for election as a member of the Governing Council, a candidate must meet the following minimum requirements:

- i. Demonstrate consistent dedication, reliability, and availability in fulfilling responsibilities assigned by the Institute.
- ii. Have no record of dismissal or disciplinary action arising from engineering malpractice or professional misconduct.
- iii. Must be a registered member of the Institute and have actively and continuously practiced the engineering profession for a minimum of seven (7) years, except in the case of the positions of Chairperson and Vice-Chairperson that requires minimum ten (10) years.
- iv. Have never been disbarred or removed from the Roll of the Institute, even if subsequently reinstated.

Article 17: Election of Members to the Governing Council

Members of the Governing Council shall be elected either from among representatives of each class of membership or directly by the General Assembly through a secret ballot, requiring an absolute majority of the votes cast.

An Electoral Committee, consisting of not less than three (3) and not more than five (5) Members, shall be constituted by General Assembly on the voting day.

Article 18: Convening, conduct, and decision-making of the Governing Council's meeting

Meetings of the Governing Council should be held once every three (3) months and whenever deemed necessary. They shall be convened and chaired by the President, or by the Vice President in the absence of the President.

- i. A meeting of the Governing Council shall be considered duly constituted when at least two-thirds (2/3) of its members are present. Decisions shall be taken by consensus; where consensus cannot be reached, decisions shall be made by an absolute majority of votes.
- ii. Resolutions and minutes of each Governing Council meeting shall be reviewed, approved, and signed on the same day by both the Chairperson and the Secretary of the meeting.
- iii. Unjustified absence from three (3) consecutive Governing Council meetings shall result in the replacement of the members concerned.

Article 19: Replacement of a member of the Governing Council

- i. If a member of the Governing Council is dismissed, resigns, dies, or is otherwise unable to perform his/her duties, an election to replace him/her is held within 30 days of ceasing to be a member of the Governing Council.
- ii. The person elected serves for the remainder of his/her predecessor's term of office and is eligible for re-election.

Article 20: Term of Office for Members of the Governing Council

The term of office of the members of the Governing Council is three years, renewable once.

SECTION 5: AUDIT COMMITTEE

Article 21: Members of the Audit Committee and their term of office

- i. The Audit Committee consists of five members elected by the General Assembly in accordance with the Institute's rules of procedure.
- ii. The term of office for Audit Committee members is three years from the date they assume office, renewable once for an additional three-year term.

Article 22: Responsibilities of the Audit Committee

The responsibilities of the Audit Committee are the following:

- i. To oversee the functioning of the Governing Council, that of the Executive Secretariat, and that of other organs of the Institute.
- ii. To oversee the implementation of all decisions made to safeguard the common interests of members.
- iii. To submit its report to the General Assembly and inform the Governing Council accordingly.
- iv. To monitor the performance of the internal auditor of the Institute.
- v. To audit books of accounts and financial records.
- vi. To perform any other responsibility incumbent upon the Institute as may be assigned by the General Assembly.

Article 23: Meeting of the Audit Committee

- i. The Audit Committee shall meet at least once every three months and any other time as necessary.
- ii. In its first meeting, the Audit Committee meeting is convened by the President of the Governing Council and elects a President, Vice President, and Secretary from among its members.

SECTION 6: PROVISIONS RELATED TO THE PRESIDENT OF THE INSTITUTE

Article 24: Eligibility to be a President of the Institute

The President of the Institute of engineering Rwanda, who also serves as the Chairperson of the Governing Council, must meet the following criteria:

- i. Be a Rwandan Nationality.
- ii. Be a Fellow or a Corporate Member of the IER.
- iii. Be practicing engineer.
- iv. Demonstrate diligence, dedication, availability in carrying out the activities assigned by the Institute.
- v. Be enrolled as compliant member on the Roll of the Institute and have actively practiced Engineering for at least the last ten (10) consecutive years.
- vi. Never have been subject to the sanction of disbarment from the Roll, even if rehabilitated.

- vii. Must have track record as distinguished leader in the engineering field

Article 25: Responsibilities of the President of the Governing Council

The responsibilities of the President of the Governing Council are as follows:

- i. Convene and preside over meetings of the General Assembly and the Governing Council.
- ii. Present the strategic plan, activity report, and budgetary execution report for the preceding year to the General Assembly.
- iii. Present the action plan and draft budget proposal for the following year to the General Assembly.
- iv. Monitor the performance of the Executive Secretariat.
- v. Serve as the legal representative of the Institute and represent it before other entities.
- vi. Submit the Institute's decisions and reports to the relevant bodies.
- vii. Perform any other responsibilities within the competence of the Institute as assigned by the General Assembly.

Article 26: Responsibilities of the Vice-President of the Governing Council

The Vice Chairperson of the Governing Council shall have the same eligibility requirements as the President and shall have the following responsibilities:

- i. Assist the Chairperson of the Governing Council.
- ii. Act as the Chairperson in their absence.
- iii. Perform any other responsibilities within the competence of the Institute as assigned by the General Assembly.

Article 27: Responsibility of the other members of the Governing Council

Other members of the Governing Council shall form sub-committees, including:

- i. Sub-committee on membership: Ensures all matters related to membership, registration, admission, and transfer comply with the laws and regulations.
- ii. Sub-committee on Capacity building: Advises on demand-driven knowledge and skills for Institutes of learning and participates in development of continuous capacity building programs.
- iii. Sub-committee on Compliance and Inspection: oversees general compliance with applicable laws and regulations.
- iv. Sub-committee on Discipline and Conflict Resolution: oversees members' conduct and professional practice.
- v. Sub-committee on Finance and Resource Mobilization: reviews the preparation of the draft budget of the Institute in collaboration with the Executive Secretary and presents it to the Governing Council.

Article 28: Eligibility to be a member of the Audit Committee

A member shall be eligible to serve on the Audit Committee of the Institute of Engineers if they meet the following criteria:

- i. **Active Membership Status:** Must be an active, fully registered, and licensed member of the Institute in good standing.
- ii. **Professional Experience:** Must have at least **five (5) years** of professional engineering experience post-registration and prior experience in **financial oversight, auditing, governance, compliance, or risk management** is an added advantage.
- iii. **Integrity and Ethical Standing:** Must have no record of disciplinary action, professional misconduct, or ongoing investigation by the Institute or any other competent authority and must demonstrate high ethical standards and a reputation for integrity.
- iv. **Financial Literacy:** Must possess adequate knowledge of financial management, internal controls, budgeting, or auditing principles to effectively review financial statements and audit reports.
- v. **Independence and Conflict-of-Interest Requirements:** Must not be a current member of the Board/Governance Council or hold any executive or managerial position within the Institute and must declare any potential conflicts of interest before and during their term of service.
- vi. **Commitment to Duties:** Must be willing and able to actively participate in all Audit Committee meetings, reviews, and assignments.

SECTION 7: GENERAL PROVISIONS TO ALL ORGANS OF THE INSTITUTE

Article 29: Term of office

The members of Standing Committees of the Institute shall be elected for a term of three (3) years, renewable once.

The term of office for the Governing Council and its Committees, if expiring during the year, shall be extended until the next General Assembly. If elections for the Governing Council are delayed beyond twelve (12) months, the delay must be officially communicated to the Ministry responsible for the engineering profession for deliberation.

Article 30: Conflict of interest

No member of the Governing Council or its committees shall intervene or participate in a vote on any matter in which they have a direct or indirect personal interest, unless specifically invited by the Chairperson of the meeting to provide clarification.

Article 31: Facilities extended to members of the organs of the Institute

The Governing Council and its committees shall receive facilitation and sitting allowances as determined and periodically updated in the procedure manual, subject to approval by the General Assembly.

Article 32: Support to the Governing Council and Committees

The President and the Executive Secretary of the Institute provide ongoing support to the Governing Council and its committees to fulfill their duties. The Executive Secretariat of the

Institute coordinates the work of the committees, receives their reports, and submits them to the Governing Council.

Article 33: Vacancy within the Committees

In the event of a vacancy in any committee of the Institute, the Governing Council shall appoint an acting replacement, and an election to fill the vacancy shall be held at the next General Assembly. An election to fill a vacant position shall be conducted only if the remaining term of office is one year or more.

Article 34: Sitting and Representation Allowance

The Governing Council shall determine the sitting allowances and other representation fees in accordance with the procedures prescribed by the applicable law.

SECTION 8: PROVISIONS RELATED TO THE COMMITTEES

Article 35: General Provision

The Institute, through its General Assembly, may establish standing and ad hoc committees, consisting of the number of members deemed appropriate to perform functions and duties as determined by the Institute, except for the Internal Audit Committee, which is a standing body.

Article 36: The Standing Committees

The Institute shall have the following Standing Committees:

- i. Membership Committee.
- ii. Finance and Resource Mobilization Committee.
- iii. Professional Development and Research Committee.
- iv. Compliance and Inspection Committee.
- v. Discipline and Conflict Resolution Committee.
- vi. Social Welfare Committee.

Article 37: Election of Committee members

The General Assembly shall elect, by simple majority, at least five (5) engineering professionals from its membership to serve on each Standing Committee, ensuring representation of member categories and gender equality.

The Institute may, where deemed appropriate, co-opt individuals with specialized knowledge or expertise to serve on its committees.

Article 38: Organization of the Committees

At its first meeting following the appointment of its members, each committee shall elect a President, Vice-Chairperson, and Secretary from among its members.

The Secretary of each committee is responsible for preparing reports, meeting minutes, and correspondence for the committee. All reports and minutes must be signed by the Chairperson of the meeting and the Secretary and submitted to the Governing Council.

Article 39: Convening and holding of the meetings of the Committees

Each committee meeting shall be convened and chaired by its Chairperson or, in their absence, by the Vice-Chairperson.

The Chairperson shall issue invitations to committee meetings through appropriate communication channels, including email, specifying the agenda, place, and time of the meeting.

Article 40: Quorum, deliberations, and reports

Committees may meet and deliberate validly if at least an absolute majority of their members are present. Decisions shall be made by consensus or, if consensus cannot be reached, by an absolute majority vote. The Chairperson does not have a casting vote.

All committee recommendations shall be approved by the Governing Council and ratified by the General Assembly.

Article 41: Additional operating rules

Each Committee may develop additional operating rules, provided they do not conflict with these Regulations.

SECTION 9: PROVISIONS RELATED TO RESPONSIBILITIES OF COMMITTEES

Article 42: Responsibilities of Membership Committee

The Membership Committee shall propose and provide opinions on matters related to membership, ensuring compliance with applicable laws and regulations. Specifically, the committee is responsible for:

- i. Ensuring all matters related to membership, registration, admission, and transfer comply with applicable laws and regulations.
- ii. Analyzing applications for membership to the Institute and organizing tests for candidates with complete files.
- iii. Establishing the list of members who meet the requirements to serve as supervisors of interns.
- iv. Performing any other tasks assigned by the Governing Council or the General Assembly.

Article 43: Responsibilities of Finance and Resources Mobilization Committee

This Committee shall have, among others, the following responsibilities:

- i. Review the draft budget of the Institute in collaboration with the Executive Secretary, present it to the Governing Council, and submit it for approval by the General Assembly.
- ii. Monitor financial performance against the approved budget.
- iii. Ensure effective and efficient use of financial resources.
- iv. Identify and pursue potential funding opportunities.
- v. Develop strategies for sustainable income generation for the Institute.

- vi. Review financial reports and audits to ensure transparency and accountability.
- vii. Ensure compliance with national laws and the Institute's financial policies
- viii. Recommend financial policies and updates as needed.
- ix. Explore innovative ways to diversify revenue sources.
- x. Advise the Governing Council on financial matters.
- xi. Recommend policies related to investments, reserves, and expenditures.
- xii. Perform any other tasks assigned by the Governing Council or the General Assembly.

Article 44: Responsibilities of Professional Development Committee

The Professional Development Committee plays a critical role in enhancing the skills, knowledge, and research capacity of engineering professionals. The Committee shall have, among others, the following responsibilities:

- i. Identify skills gaps and propose relevant workshops, seminars, and certification opportunities.
- ii. Promote lifelong learning and career advancement among members.
- iii. Collaborate with academic Institutes and industry to align training with market needs.
- iv. Encourage and support engineering research and innovation in Rwanda.
- v. Identify priority research areas relevant to national development.
- vi. Organize research forums. Conference and publications.
- vii. Track the impact of professional development and research activities.
- viii. Perform any other task given by the Governing Council and/or the General Assembly.

Article 45: Responsibilities of Compliance and Inspection Committee

The Compliance and Inspection Committee is primarily responsible for ensuring that the engineering professionals and firms adhere to the standards, codes of ethics, and legal requirements governing the engineering profession in Rwanda. Here are the main responsibilities:

- i. Monitoring engineering practices to verify that they align with national laws, safety standards, and professional guidelines.
- ii. Conduct site visits and technical inspections of engineering projects, especially those involving registered professionals.
- iii. Evaluate the quality, safety, and compliance of engineering works with approved plans and professional standards.
- iv. Investigate complaints or reports related to non-compliance or substandard practices.
- v. Identify violations or unethical practices and recommend appropriate corrective or disciplinary actions.
- vi. Collaborate with Disciplinary Committee when necessary to address serious breaches.
- vii. Support enforcement of sanctions or penalties against individuals or firms found to be in violation of IER regulations.

- viii. Prepare reports on inspection findings and compliance trends for decision -making and policy formulation.
- ix. Contribute to the development and update of compliance frameworks, inspection procedures, and professional standards.
- x. Perform any other task given by the Governing Council and/or the General Assembly.

Article 46: Responsibilities of Discipline and Conflict resolutions Committee

The Disciplinary and Conflict Resolutions Committee shall be competent to decide on matters relating to discipline, behavior and compliance with laws and regulations by members. Specifically, the committee is responsible:

- i. To receive and review all claims that are linked with the discipline of Members.
- ii. To investigate reported cases fairly and thoroughly, in line with established procedures.
- iii. Conduct hearings and interviews when necessary to assess facts and gather evidence.
- iv. Recommend appropriate disciplinary actions for example warnings, suspension, expulsion to the governing Council based on findings.
- v. Mediate disputes between members, or between members and clients, contractors, or the public.
- vi. Promote amicable resolutions of conflicts through dialogue, negotiations, or arbitration mechanisms.
- vii. Enforce the IER Code of Ethics and promote professional behavior among members.
- viii. Advise the Governing Council on trends in disciplinary issues and recommend preventive strategies.
- ix. Prepare regular reports on disciplinary and conflict resolution cases, including outcomes and lessons learned.
- x. Uphold the rights of both complainants and respondents throughout the disciplinary process.
- xi. To perform any other task given by the Governing Council and/or the General Assembly.

SECTION 10: AD HOC COMMITTEES

Article 47: Establishment

The General Assembly or the Governing Council may establish ad hoc committees as needed to address specific issues outside the authority of existing committees or when justified by circumstances. The mandate, duration, and necessary logistical resources for such committees shall be provided accordingly.

CHAPTER 3: MEMBERSHIP

SECTION 11: PROFESSIONAL CATEGORIES

Article 48: Professional category of Engineers

The table below indicates the Professional Category of Engineers in consideration of experience and key attributes.

S/n	Level	Education	Experience
1.	Graduate Engineer (GE)	Bachelor's degree in engineering	0–2 years
2.	Professional Engineer (PE)	Bachelor's degree in engineering	2–8 years
3.	Senior Engineer (SE)	Bachelor's degree in engineering	8–15 years
4.	Consulting Engineer (CE)	Bachelor's degree in engineering	15+ years

Article 49: Career Progression in Engineering: Roles & Requirements

1. Graduate Engineer (GE)

A graduate Engineer shall be registered within the Institute and shall fulfill the following requirements:

- i. Holding at least a bachelor's degree in engineering filed from a legally recognized University or equivalent high learning Institution.
- ii. Willing to pursue professional internship under supervision of a competent professional engineer as provided for in these Internal Rules and Regulations.

Progression to: Professional Engineer.

2. Professional Engineer (PE)

Role: An engineer licensed or registered to independently practice and take legal and ethical responsibility for engineering work.

Requirements:

- i. 2–8 years of relevant, after supervised work experience.
- ii. Demonstrated competence in complex engineering activities, including technical, ethical, and project aspects.
- iii. Completion of Professional Review / Competency Assessment.
- iv. Successfully pass a professional exam.

Progression to: Senior Engineer.

3. Senior Engineer (SE)

Role: Experienced engineer responsible for leading projects, mentoring junior staff, and contributing to high-impact engineering decisions.

Requirements:

- i. Typically, 8–15 years of professional engineering experience.
- ii. Proven record of project leadership, innovation, and high-level problem-solving.
- iii. Holds a master’s degree or relevant certifications (optional).
- iv. Active involvement in mentoring, design reviews, and cross-disciplinary teams.

Progression to: Consulting Engineer.

4. Consulting Engineer (CE)

Role: A highly experienced engineer who offers independent expert advice in a specialized field, often working autonomously or in leadership of a consultancy.

Requirements:

- i. 15+ years of experience, with recognized expertise in a specialized area.
- ii. Demonstrated capacity to provide independent technical judgments with significant consequences.
- iii. Strong record of leadership, strategic planning, and stakeholder engagement.
- iv. May be a Fellow of a professional engineering Institute.
- v. Holds a master’s degree or relevant certifications (optional).
- vi. Often involved in policy advisory, high-level design, arbitration, or expert witness roles.
- vii. Maintains high ethical standards and engages in lifelong learning and CPD.

Through the Governing Council decision, the Institute may establish any other Professional Category in the interest of the members.

Article 50: Professional Categories of Technologists

S/n	Level	Education	Experience
1.	Graduate Technologist (GT)	Advanced Diploma	0–2 years
2.	Professional Technologist (PT)	Advanced Diploma	2–8 years
3.	Senior Technologist (ST)	Advanced Diploma	8+ years

Article 51: Career Progression in Engineering Technology: Roles & Requirements

1. Graduate Technologist (GT)

Role: An individual who holds at-least an Advanced Diploma in engineering or other related fields from a legally recognized vocational education Institute and is beginning their professional journey under supervision.

Requirements:

- i. Completion of Advanced Diploma in engineering or other related fields from a legally recognized vocational education Institute.
- ii. Works under supervision to gain practical experience and develop competencies.

- iii. Registers as a Technologist-in-Training or equivalent.
- iv. Progression to: Professional Technologist (P.T/Eng. Technologist)

2. Professional Technologist (PT)

Role: A registered or licensed technologist who can independently apply engineering technology principles to broadly defined technical problems and take responsibility for project outcomes.

Requirements:

- i. 2–8 years of relevant, supervised professional experience.
- ii. Demonstrated competence in technical problem-solving and professional practice.
- iii. Completion of professional registration or competency assessment.

Progression to: Senior Technologist

3. Senior Technologist (ST)

Role: An experienced technologist responsible for leading complex or multidisciplinary projects, mentoring junior staff, and contributing to high-impact technical and organizational decisions.

Requirements:

- i. Typically, 8+ years of professional engineering technology experience.
- ii. Proven record of innovation, and high-level problem solving.
- iii. May hold additional postgraduate qualifications or professional certifications.
- iv. Active involvement in mentoring, design reviews, and cross-disciplinary teams.

Article 52: Career Progression in Engineering Technician Practice

S/n	Level	Education	Experience
1.	Junior Technician	Diploma	0–2 years
3.	Senior Technician	Diploma	3-10 + years

1. Junior Technician

Role: An individual who has completed a diploma or Professional Certificate of Secondary Education or Technical Vocational Education and Training Certificate in engineering or other related fields from a legally recognized education Institute and is beginning their career under supervision.

Requirements:

- i. Completion of an accredited diploma or certificate in engineering or a related field.
- ii. 0–2 years of relevant work experience.
- iii. Performs routine technical tasks under close supervision.
- iv. Demonstrates willingness to learn, accuracy in work, and adherence to safety and quality standards.

Progression to: Senior Technician

2. Senior Technician

Role: A registered or experienced technician who independently applies established engineering procedures, supervises junior staff, and ensures quality and compliance in technical operations.

Requirements:

- i. Typically, 3–10 years of progressive experience in technical practice.
- ii. Demonstrated ability to plan, implement, and oversee standard technical operations.
- iii. Competence in supervision, inspection, and quality assurance.
- iv. May lead small teams or sections within maintenance, construction, manufacturing, or testing.
- v. Engages in Continuous Professional Development (CPD)

SECTION 12. PROVISIONS RELATED TO CLASSES OF MEMBERSHIP

Article 53: Other Classes of Membership

The Institute shall consist of the following classes of members:

- i. Honorary members.
- ii. Fellow members.
- iii. Engineering Consulting Firms.
- iv. Students.

Article 54: Eligibility of Honorary Class of membership

To be nominated as an honorary member a candidate must fulfil the following conditions:

- i. An individual who has made an outstanding or distinguished contribution to the engineering profession, to the development of engineering practices, or to the society through engineering in Rwanda or Internationally.
- ii. An individual who has significantly supported the engineering field, policy, education, or infrastructure development.
- iii. An individual such as government official, educator, or leader in engineering who have elevated the reputation or mission of IER through his/her activities.

This title is largely symbolic and prestigious, acknowledging contribution rather than involving day-day membership privileges. Honorary members usually do not have voting rights in the Institute.

Article 55: Eligibility of Fellow class of membership

Every candidate for election or transferred to the class of Fellow shall satisfy the Institute that he/she:

- i. Has been practicing engineering for at least twenty (20) years.
- ii. Has provided proven leadership and service of an engineering nature to the society.

- iii. Has such knowledge of the science or practice of Engineering and has acquired such eminence in his or her profession that in the opinion of the Governing Council his or her admission as a fellow member would conduce to the interests of the Institute.
- iv. A Fellow of an Engineering Institute from another Country that has ratified the Mutual Recognition Agreement with the IER.

Article 56: Eligibility of engineering Student Member

Every candidate for election to the class of student shall satisfy the Institute, through its Council that he or she is receiving adequate education in the engineering field through a recognized engineering school or University.

Article 57: Eligibility of Consulting Firm

Organization of Engineering Consulting Firm shall comprise:

- i. An applicant to this category shall provide proof of registration by a statutory body in Rwanda.
- ii. The owner of an Engineering Consulting Firm or the Managing Director shall be a registered Engineer, Technologist or technician and must fulfill other registration requirements.

Article 58: Register of Members

The name and address of every member of the Institute shall be entered in the Register maintained at the Headquarters of the Institute in the appropriate class of Membership, and such other particulars as the Governing Council may from time to time authorize. Such Register shall be available for inspection by members, if requested. Every Registered Member shall have a registration number.

Article 59: Temporary Membership

The Institute, through its Governing Council, may admit as a temporary member in the appropriate class of membership any person who is a bona-fide visitor and who is engaged in Engineering Works in Rwanda.

- i. The entrance fee for such a temporary member shall be waived, but he or she shall pay subscription appropriate to his or her class of membership and he or she shall take no part in the decisions of the Institute. The period of his or her Temporary Membership shall not be extended beyond a maximum contract period.
- ii. An applicant to this category shall provide proof of registration by a statutory body in Rwanda.
- iii. The owner of an Engineering Consulting Firm / Managing Director shall be a registered Engineer.
- iv. Must fulfill other registration requirements.

SECTION 13: PROVISIONS RELATED PROMOTION AND TRANSFERS

Article 60: Promotion and Transfer of Members

The promotion/transfer of candidates for membership in any class and the transfer of members from one class to another shall be done by the Governing Council after consultation with the Membership Committee every year.

Application for election to membership in any class and the transfer of membership from one class to another shall be submitted using standard forms issued by the Governing Council and shall be addressed to the President of the Institute.

In the event of the Governing Council declining the application for admission in any particular case, the Governing Council shall do so by assigning reason(s). Any such rejection shall be communicated to the Next General Assembly, which shall take the final decision.

Article 61: Proposal of Candidates for Promotion or Transfer

The Institute, through its Governing Council, at its discretion shall reject promotion/transfer to membership from one class to another or remove from its register, persons proven to have breached the Code of ethics, these regulations, and/or the Laws of Rwanda. All such actions shall only be temporary until approved by the Next General Assembly.

Article 62: Temporary registration for foreigners

The foreigner shall be registered to practice engineering services if:

- i. That person satisfies the Institute, through its Governing Council, that:
- ii. He or she is not ordinarily resident in Rwanda.
- iii. He or she intends to be present in Rwanda in the capacity of a professional engineer or consulting engineer for the express purpose of carrying out specific work.
- iv. He/she possesses the necessary qualifications recognized for the practice of engineering as a professional engineer or consulting engineer in the country where he or she normally practices.
- v. An application for registration under this section shall be in the prescribed form and shall be accompanied by the prescribed fee as determined by the Governing Council.
- vi. The Governing Council may require an applicant to appear before it, when it is in the process of considering his or her application and shall require every applicant to produce documentary evidence of his or her work or employment immediately prior to entering Rwanda.
- vii. The registration of such person under this article shall be valid for the duration of the work specified by the Institute, through its Governing Council.

Article 63: Effect of registration as an engineer

All persons whose name has been entered in the Register as a professional engineer or shall, for as long as their names remain in the Register, have the sole discretion of using the title "engineer" before their names.

Article 64: Content of the Register of Members

The Institute, through official of the Secretariat assisting the Registrar, shall keep and maintain a Register of all registered Members; The Register shall show the following details against the names of Members entered in the Register:

- i. Date of entry.
- ii. Address.
- iii. Qualifications.
- iv. Class of membership and category.
- v. Engineering discipline.
- vi. Nationality; and
- vii. Such other particulars as the Governing Council may direct.

Article 65: Registration of a foreign Engineering Consulting firm

A firm wishing to be registered as foreign Engineering Consulting Firm shall make an application through the Governing Council, following the prescribed admission criteria.

Article 66: Practicing Certificate

- i. A person shall not engage in the practice of engineering unless that person has been issued with a practicing certificate and has complied with the requirements of these regulations.
- ii. A practicing certificate issued under sub-clause (i) of this article shall be valid for one year and shall upon expiry be renewed on payment of requisite fees and meeting of set conditions for prior to such renewal.
- iii. The Registrar shall enter into the Register the date of issuance of a practicing certificate of every person registered to practice in line with these regulations.

Article 67: Renewal of a Practicing Certificate

A person or a Firm whose practicing certificate has not been renewed for a year or longer and who wishes to have it renewed may apply to the Institute. The application made shall be accompanied by:

- i. Annual subscription/practice fees for the current practicing period and any unpaid fees outstanding including penalties as prescribed by the Governing Council (except subject to justifiable and approved special circumstances); and
- ii. Proof of fulfillment of all applicable conditions for renewal of a practicing certificate.

The Governing Council may, with sufficient cause, refuse to issue or renew a practicing certificate, and shall communicate the refusal and give reasons for such refusal to the applicant within thirty (30) days of making the decision.

Article 68: Suspension of a Practicing Certificate

The Institute, through its Governing Council may suspend a practicing certificate issued under these regulations where:

- i. An offence under these rules and regulations in relation to the practicing member is being investigated.

- ii. Allegations of misconduct have been investigated and proved against a practicing member.
- iii. A false declaration was made in an application for a practicing certificate.
- iv. A practicing member has contravened any provision of these rules and regulations.
- v. A practicing member who did not attain CPD credits prescribed.

Article 69: Cancellation of a Practicing Certificate

The Institute, through its Governing Council, shall cancel a practicing certificate where a practicing member:

- i. Is convicted of an offence under these rules and regulations; or
- ii. Ceases to be qualified for the issue of a practicing certificate under these rules and regulations.

Article 70: Effect of Removal of Name, Suspension or Cancellation of a Practicing Certificate

- i. A person whose name has been removed from the Register or whose practicing certificate issued under these rules and regulations has been suspended or cancelled shall not engage in the practice of engineering or offer professional engineering services during the duration of removal of his/her name, suspension, or cancellation of the practicing certificate.
- ii. Subject to sub-clause (i) of this article, the President of the Institute shall notify a person whose name has been removed from the Register, by registered electronic mail or registered mail sent to the address appearing in the Register against his or her name immediately before the removal.
- iii. Sub-clause (ii) of this article shall not apply where a person's name has been removed from the Register at his or her request or with his or her consent.
- iv. Where a directive has been made by the Governing Council and General Assembly for the removal of a person's name from the Register, or for suspending a person's registration under these rules and regulations or for cancelling or suspending a practicing certificate issued to that person under these rules and regulations, the Governing Council may, on application in a prescribed manner by the person concerned and after holding such inquiry as the Governing Council may consider necessary

Article 71: Publication upon Cancellation, Revocation, of a Practicing Certificate

The cancellation, revocation, or withdrawal of a practicing certificate under these rules and regulations shall be published via electronic mail communication to all members, published on the IER website, and published in at least One (1) newspaper with a national circulation determined by the Governing Council.

SECTION 14: PROVISIONS RELATED TO ADMISSION FEES AND ANNUAL SUBSCRIPTION

Article 72: Application Fees

Application fees prescribed by the General Assembly shall be applied to all classes of membership except students and Honorary Members. The proof of payment of application fees shall be paid together with the application forms. This money shall be non-refundable.

Article 73: Payment of Admission/Registration Fees

Admission fees prescribed by General Assembly shall be applicable for all classes of membership except students and honorary members. This money shall be non-refundable.

Article 74: Practicing Fees

Practicing fees shall be determined and updated from time to time for all categories of practice in the manner and form adopted by the General Assembly. These fees shall be payable every year. It shall be non-refundable in any case.

SECTION 15: PROVISIONS RELATED TO RESIGNATION, RE-ADMISSION AND EXPULSION

Article 75: Resignation

Any member of Institute, apart from honorary member, may resign as a member of the Institute by sending his or her resignation in writing to the President of the Institute, after payment of all the outstanding dues, including those for the current year. A member's name shall be removed from the Roll of Register as from the date on which the resignation becomes effective.

Article 76: Re-admission

The General Assembly, on recommendation of the Governing Council, may re-admit to membership, in the class to which a member formerly belonged, any person whose membership was terminated for any cause provided the member satisfies the Governing Council concerning any established procedures and practices approved by the General Assembly on the matter of re-admission.

Any such member re-admitted to membership shall first pay all such amounts in respect of admission fees and any arrears of dues as the Governing Council may determine from time to time.

In the event of the Governing Council declining the application for re-admission in any particular case, the Governing Council shall do so by assigning reason(s). Any such rejection shall be communicated to the Next General Assembly.

Article 77: Expulsion

The Governing Council, by resolution of General Assembly, may refuse to continue to receive the subscription of any member who shall have willfully acted in contravention of the Laws and Regulations of the Institute or who shall have been guilty of such conduct as shall render him or her unfit to continue to belong to the Institute, and may provisionally erase his or her name from the Register and he or she shall thereupon cease to be a member of the Institute until the decision of the General Assembly is communicated.

It shall be provided that before taking such action, the Governing Council shall afford the member the opportunity of appearing before them or of making representations to them in writing.

Article 78: Conduct of Members

Every member of Institute shall be required to conduct themselves in accordance with the Laws, By-laws, and Code of Ethics of the Institute.

CHAPTER 4: EXECUTIVE SECRETARIAT

Article 79: Procedure for the day-to-day coordination and management of the Institute

The day-to-day coordination and management of the Institute shall be done by the Executive Secretariat under supervision of Executive Secretary/Chief Executive Officer in accordance with the existing legal and regulatory frameworks.

The legal and regulatory frameworks shall be regularly updated to reflect the needs of the Institute and the requirements for accurate management. The Governing Council shall determine any other provisions required, as needs arise. Any such need for update shall be initiated by the Executive Secretariat.

Article 80: Duties of Executive Secretary of the Institute

The day-to-day management of the Institute shall be carried out by an Executive Secretary assisted by a set of staff.

Based on IER's mandate, here are the main duties of the Executive Secretary:

1. Administrative and Operational Leadership:

- i. Serve as the Chief executive of Secretariat, responsible for day-to-day management.
- ii. Oversee staff and departments, ensuring smooth operations of the IER's activities.
- iii. Implement policies, procedures and work plans approved by the Governing Council.
- iv. Prepare terms of reference and the recruitment of secretariat staff.

2. Support to the Governing Council:

Act as Secretary to the IER Governing Council, responsible for:

- i. Preparing and distributing meeting agendas, minutes, and reports.
- ii. Ensuring follow-up on decision made by the Council.
- iii. Provide strategic advice and updates to the Governing Council on Institutional performance and emerging issues.

3. Membership Management:

- i. Oversee registration, renewal, and classification of professionals and engineering firms.
- ii. Maintain the database of professionals and consulting firms.
- iii. Ensure proper enforcement of IER regulations related to professional conduct and ethics.

4. Professional Development and Accreditation:
 - i. Coordinate Continuing Professional Development (CPD) programs, seminars, and training for members.
 - ii. Support the accreditation of engineering academic programs in collaboration with relevant bodies.
 - iii. Facilitate the licensing and certification processes of engineers.
5. Regulatory Oversight and Compliance:
 - i. Ensure compliance with the Engineering Law, IER by-laws, and other national regulations.
 - ii. Monitor and help enforce professional standards, including disciplinary procedures when needed.
 - iii. Liaise with government agencies, especially those overseeing infrastructure, education, and labor.
6. External Relations and Representation:
 - i. Represent IER in National and International stakeholders' meetings.
 - ii. Oversee internal and external communications, including newsletters, press releases, and reports.
 - iii. Promote the Institute's mission, values, and initiatives.
 - iv. Build partnership with stakeholders- government ministries, agencies, universities, development partners, and private sector.
7. Finance and Resource Management:
 - i. Prepare and manage the annual budget.
 - ii. Ensure transparent use of IER funds and resources, including reporting to the Council and external auditors.
 - iii. Ensure financial accountability and compliance with regulations.
 - iv. Oversee procurement and resource allocation processes.
 - v. Lead resource mobilization efforts, including donor engagements and project funding proposals.
8. Strategic Planning and Implementation:
 - i. Help develop and execute the strategic plan of IER.
 - ii. Monitor and evaluate progress towards Institute's goals and Key Performance Indicators (KPIs).
 - iii. Promote innovation and growth in the engineering profession within Rwanda.
 - iv. Assist in translating the Council's strategic vision into actionable plans.
 - v. Provide advice and data to support decision-making by the Council.

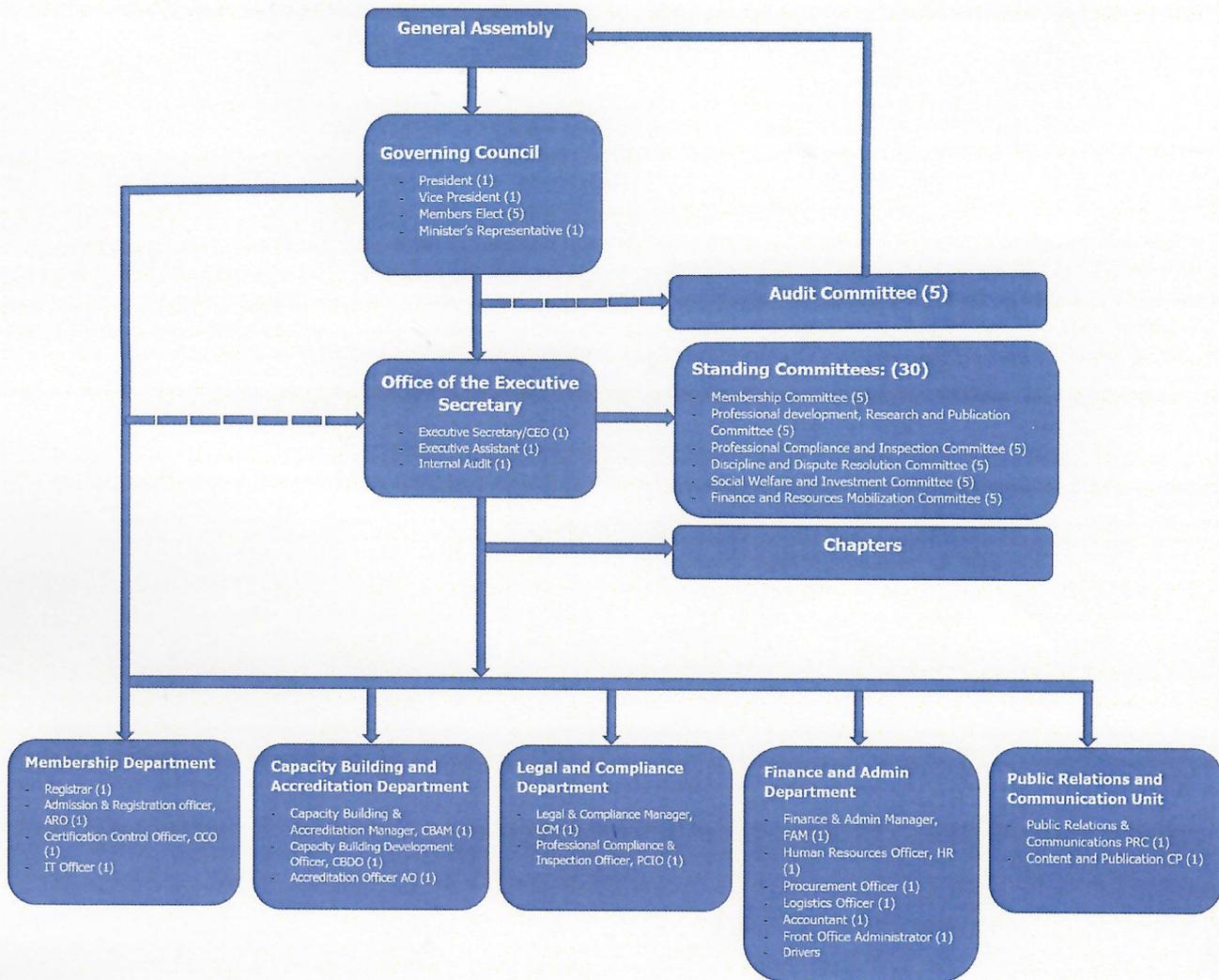
Article 81: Other Staff of the Institute

Other staff shall be the employees of the Institute and shall work under the supervision of the Executive Secretary/Chief Executive Officer.

The Institute shall have permanent staff and part-time employees depending on the need.

The part-time employees shall serve the Institute on a specified period and specified task

Article 82: Organization Structure of the Institute



Article 83: Additional staff

Other additional staff not indicated on the organization structure will be recruited by the Executive Secretary depending on the needs of the Institute after consultation and approval of the Governing Council.

Article 84: Performance Contracts

On the basis of the strategic plan, the plans of action, adopted programs and budget, the Governing Council of the Institute and the Executive Secretary shall conclude a performance contract for the year. The Executive Secretary shall also conclude performance contracts with the secretariat staff. At the end of the fiscal year, the staff shall be evaluated, and the performance report shall be presented to the Governing Council.

Article 85: Salary and other benefits of Secretariat Staff

All employees of the Institute shall be entitled with the Monthly salary and other benefits.

- i. The salary and other benefits for the Executive Secretary shall be determined by the Governing Council.

- i. The salary and other benefits for entire staff of the Secretariat shall be determined by the Executive Secretary after consultation of the Governing Council.

All employees of the Institute shall be entitled to:

- i. Pension Scheme as provided for by the National laws and regulations.
- ii. Medical Scheme as provided for by the Rwanda Social Security Board.
- iii. Transport allowances.
- iv. Communication allowances.
- v. One-month bonus (13th month) at the end of the year, subject to the Institute's financial performance and the employee meeting performance targets, with Governing Council's approval.
- vi. Horizontal promotion after evaluation of their performance contracts every year.
- vii. In addition to the annual leave, an employee may receive an incidental leave, maternity, sick leave, or authorized absence.
- viii. Other benefits which may be determined by the Governing Council and not contrary to the Laws and regulations.

Article 86: Annual and Incidental leaves

Staff shall be entitled to annual leave of thirty (30) calendar days and may be split into a maximum of two (2) portions.

However, newly recruited staff are entitled to annual leave after twelve (12) months including the probation period.

IER Staff shall be entitled to incidental leave on full pay in case of fortunate or unfortunate events occurring in his/her family within the following limits:

- i. Employee's civil marriage: two (2) working days.
- ii. Paternity leave for the birth of employee's child: six (6) working days.
- iii. Death of the employee's spouse: six (6) working days.
- iv. Death of the first-degree ascendant (parent): three (3) working days.
- v. Death of the employee's child (biological or adoptive): six (6) working days.
- vi. Death of the employee's sibling (brother or sister): three (3) working days.
- vii. Death of the employee's father-in-law or mother-in-law: three (3) working days.

Article 87: Fringe benefits for the Executive Secretary/CEO

The Executive Secretary/CEO shall be entitled to:

- i. Lump sum for fuel.
- ii. Representation fees.
- iii. Communication and ICT support.

Article 88: Fringe benefits for Senior Managers

The Senior Managers of the Institute shall be entitled to communication allowance and other benefits as might be determined by Institutional organs. Detailed shall be captured in the Human Resource Policy.

Article 89: Other employees' benefits

Other staff members of the Institute shall be entitled to fringe benefits, including communication, and any additional benefits as may be determined by the Governing Council from time to time.

The Governing Council may review, amend, or introduce new fringe benefits periodically, taking into consideration the financial capacity of the Institute and prevailing conditions of service.

The Finance and Administration department shall ensure proper implementation of the approved benefits and maintain updated records reflecting any changes approved by the Governing Council.

Article 90: Study Leave

The IER Staff is not entitled to study leave except when it is in the interest and mandate of the Institute. If the study leave is granted, there shall be a separate contract governing such leave between the employee and the employer.

Article 91: Recruitment

The recruitment shall be done on:

- i. Competition basis and only when there is a vacancy.
- ii. Passive recruitment targeting to identify and attract potential candidates who are not actively seeking employment, typically through headhunting or direct sourcing of talented professionals.

CHAPTER 5: ASSETS AND PROPERTIES

SECTION 16: PROVISIONS RELATED TO ASSETS AND PROPERTIES

Article 92: Assets of the Institute

The assets of the Institute shall comprise, either in possession or property, movable and immovable property necessary for the fulfillment of its mission. It shall emanate from contributions, donations, legacies, revenues, and grants from the State and/or any other organization.

Article 93: Income generating activities

The Institute shall have the right to generate its own income through its expertise in collaboration with members and/or partners.

The Institute has the right to enter into income generating contracts with the Government Institutes or any other stakeholder for the delivery of professional services. The Institute has the right to form a business company to deliver the engineering professional services.

Any member who shall perform any activity generating income on behalf of the Institute shall be entitled to a portion of earnings from the work performed. The specific amount to be paid shall be determined by mutual agreement, on a case-by-case basis, considering the nature of the work performed.

Article 94: Purpose of income and property of the Institute

The income and property of the Institute, when derived, shall be applied solely towards the promotion of the objectives of the Institute.

SECTION 17: PROVISIONS RELATED TO FINANCIAL MANAGEMENT

Article 95: Accounts

The Executive Secretary shall keep proper and sufficient accounts of the capital, funds, income, and expenditure of the Institute, so that the true financial state and condition of the Institute may be at all times exhibited by such accounts.

The signatories of the Accounts of the Institute shall be the Executive Secretary/CEO who is a mandatory signatory, the Finance and Administration Manager and/or Registrar. Any two of these signatories shall be required to authorize payments.

Article 96: Financial Year and Presentation of Accounts

The financial year of the Institute shall end on the 31st Day of December each year. The accounts of the Institute shall be prepared annually as of that date, after having been audited, presented to the Governing Council, and subsequently approved by the General Assembly.

Article 97: Appointment of Internal and External Auditors

The Procedure Manual shall regulate the appointment, powers and duties of the Auditor, as nearly shall be deemed necessary, in accordance with the Rules and Regulations governing the auditing and accounting profession in Rwanda.

Article 98: The Payment of Expenses of the Institute

It is provided that nothing herein shall prevent payment in good faith, reasonable and proper remuneration to any Staff /employee, Member, or other party in return for any services rendered to the Institute.

CHAPTER 6: SOCIAL WELFARE AND CONTINUOUS PROFESSIONAL DEVELOPMENT

SECTION 18: PROVISION RELATED TO THE SOCIAL WELFARE OF MEMBERS AND WELLBEING

Article 99: Welfare Matters

Welfare matters shall include, but are not limited to, the following:

- i. **Sports and Recreational Activities;** Programs that promote physical well-being, team building, and social engagement among members.

- ii. **Professional Development Support:** Short courses, workshops, seminars, and certification opportunities at subsidized rates.
- iii. **Health and Well-Being Support:** Assistance for staff members facing severe, medically verified health challenges and conduct mental-health awareness programs and counselling support where needed.
- iv. **Bereavement and Funeral Support:** Assistance in the event of the death of a fully compliant member and permanent staff as well as limited support to immediate family, where applicable and approved.
- v. **Member Recognition and Motivation:** Awards for excellence, innovation, long service, and community contribution and recognition programs that strengthen member morale and sense of belonging.
- vi. **Support for Gender and Inclusion Initiatives:** Programs promoting participation of women, youth, and persons with disabilities in engineering and initiatives that advance diversity, equity, and inclusivity within the profession.

Article 100: Recreation and Social Events

The Institute shall formulate recreational programs and organize social events as part of its social welfare and health components, integrated into the Institute's strategic and action plans.

Article 101: Contribution to Social Well-being

In addition to its social contributions in community work programs (Umuganda) and the engineering week, the Institute shall, formulate programs and events that contribute to societal wellbeing principally through applying science, engineering, and technology to varied community challenges as well as national transformation strategies, encouraging members to actively participate in all parts of the country and the region.

SECTION 19: PROVISIONS RELATED TO CONTINUOUS PROFESSIONAL DEVELOPMENT

Article 102: Continuous Professional Development

The Institute shall ensure that its members consistently get appropriate Continuous Professional Development (CPD) training courses through coaching, mentoring, Seminars, Workshops, Conferences, internships, and apprenticeships, among others.

Any member proposed to attend such capacity-building courses shall contribute towards the facilitation fees. Other details related to CPDs shall be determined in the CPD manual.

Article 103: Benefits for Engineering Students

The Institute shall offer opportunities for Engineering Students. More specifically, engineering students shall have access to the following:

- i. Publications.
- ii. Network with Professionals in the field and benefit from their knowledge and experience.
- iii. Make use of the IER library and other facilities.

- iv. Request specific members' assistance when doing project work or academic research.
- v. Assisted industrial placements and internships.
- vi. Benefit from IER hardship Bursary and scholarship schemes.

Article 104: Research and Innovation Undertakings/Collaborations

The Governing Council shall formulate and recommend to the General Assembly research and innovation activities to be undertaken within IER and/or through collaborations with members, academic Institutes, and relevant research organizations.

These activities shall focus on promoting, adapting, and devising solutions to national, regional, and international sustainable development challenges, as well as supporting job creation initiatives.

Article 105: Technology Transfer and Publications

The Institute shall develop modalities for the communication and transfer of technologies and solutions through, but not limited to, journal publications, documentaries, national community work programs (Umuganda), Engineering Week, multimedia supplements, books, conferences, seminars, and workshops.

CHAPTER 7: OFFENCES AND PENALTIES

Article 106: Lending one's license or using a license borrowed from another person

1. Any person who:
 - i. Lends his or her license to practice the engineering profession; or
 - ii. Uses a license borrowed from another person; commits an offence.

Upon conviction, he or she is liable to imprisonment for a term of not less than 2 years but not exceeding 3 years, and a fine of no less than FRW 5,000,000 but not exceeding FRW 7,000,000.

2. If an engineering firm commits offenses referred to in this Article, it is liable to a fine of not less than FRW 13,000,000 but not exceeding FRW 15,000,000.

Article 107: Obstruction to audit or provide false or misleading information

1. Any person who makes obstruction to the audit or provide false or misleading information during audit, commits an offence.

Upon conviction, he or she is liable to imprisonment for a term of not less than one year but not exceeding 2 years, and a fine of no less than FRW 3,000,000 but not exceeding FRW 5,000,000.

2. If an engineering firm commits offenses referred to in this Article, it is subject to a fine of not less than FRW 7,000,000 but not exceeding FRW 10,000,000.

Article 108: other Administrative Faults and Sanction

The Governing Council shall provide other professional administrative faults and their sanction in the Code of Ethics of the Institute after approval.

CHAPTER 8: FINAL PROVISIONS

Article 109: Other administrative documents

Other Administrative documents shall include, but are not limited to, the following:

- i. IER Code of Ethics
- ii. Human Resources manual.
- iii. Membership manual.
- iv. Finance and administration manual.
- v. Continuous Professional Development manual.
- vi. Data Protection policy.
- vii. Brand manual.
- viii. Procurement manual.

These documents are annexed to the Internal Rules and Regulations.

Article 110: Repealing Provision

All prior provisions contrary to these rules and regulations are hereby repealed.

Article 111: Commencement

These rules and regulations come into force on the date of their adoption by members of the Institute of engineering Rwanda (IER) and dully signed and sealed by the President and the Executive Secretary.

Kigali on12/2/2026.....


Eng. Gentil KANGAHO
President and Chairman of Governing Council




Mr. Steven SABITI
Executive Secretary/CEO