



engineering
new zealand
te ao rangahau

ENGINEERING NEW ZEALAND ADVISORY COMMITTEE ON AI TERMS OF REFERENCE (ToR)

1. BACKGROUND

- As the engineering landscape undergoes significant transformation, influenced in part by advancements in Artificial Intelligence (AI), there is a pressing need for the engineering profession to align its strategies, capabilities, and regulations. Engineering New Zealand, recognizing this imminent shift, has set up an advisory committee to lead this alignment, ensuring that New Zealand's engineering profession remains relevant, responsive, and resilient.

2. PURPOSE:

- The Advisory Committee on AI is established to:
 - Advise on potential impacts of AI on the engineering profession in New Zealand and the Engineering New Zealand organisation.
 - Recommend strategies, policies, training, and best practices for integrating AI within the engineering domain.
 - Guide the development and execution of a work programme for Engineering New Zealand on AI, which may include but is not limited to studies, training programs, thought leadership, articles, presentations, and partnerships on initiatives.
 - Offer insights and recommendations on forming partnerships with other professions or industries on initiatives, or the government on regulation requirements, as needed.

3. SCOPE:

- The advisory committee will focus on:
 - Understanding the broader implications of AI for engineering.
 - Identifying potential risks, opportunities, and areas of growth in relation to AI.
 - Assessing the current state of AI in the engineering profession and benchmarking against global standards.

- Advising Engineering New Zealand on the development of its work programme on AI, ensuring that it is robust, relevant, and reflects the current and future needs of the profession.
- Collaborating with various stakeholders to foster multi-disciplinary partnerships and engage in dialogue concerning regulatory frameworks.

4. MEMBERSHIP:

- The Advisory Committee will consist of:
 - Chair: Chief Executive – responsible for leading the committee, ensuring alignment with the objectives of Engineering New Zealand, and formal reporting to the Governing Board.
 - Internal Sponsor & Coordinator: GM Member Services – in charge of convening the committee, scheduling meetings, drafting strategy, and developing the work program for approval.
 - Engineering New Zealand Chief Technical Advisor for AI: Ron McDowall (Rutherford Business Institute)
 - Members: Selected experts and stakeholders from various sectors, industry and academia who bring valuable insights into the AI landscape.

5. MEETINGS:

- Meetings will be held monthly, with the possibility of additional meetings based on the evolving needs of the committee.
- The mode of meetings will primarily be virtual by Microsoft Teams unless otherwise decided by the committee.
- The agenda for each meeting will be shared in advance by GM Member Services or a designated member.

6. REPORTING:

- The Advisory Committee will report to the Engineering NZ Governing Board:
 - Frequency: Biannually, with additional updates provided if critical developments arise.
 - Content: Progress on the studies, work plan, findings, recommendations, and updates on any initiatives or studies undertaken.

7. TENURE:

- The Advisory Committee will operate for an initial period of two years, post which its effectiveness, relevance, and contributions will be evaluated to decide on the continuation or modification of its mandate.
- Membership in the Advisory Committee is voluntary, and members can resign at any point should they wish to discontinue their participation.

8. COMPETITION AND NON-POACHING:

- Members are free to make their own decisions and will continue to compete with the other members. Members will not discuss costs, pricing, tenders, market positions or market

allocations, specific clients or specific contracts or contractual positions at part of the committee's discussions. Members will not attempt to poach other members for their organisation.

9. LIMITATION OF LIABILITY:

- Members and their employers are not to be held personally or professionally liable for advice or guidance given in their capacity within the Advisory Committee.

10. PRIVACY AND CONSENT:

- The personal details and professional affiliations of members will not be published or disclosed in online materials without their explicit consent.
- **Chatham House rule** - Meeting participants are free to use the information received, but neither the identity nor the affiliation of the member(s), nor that of any other participant, may be revealed.

11. REVIEW:

- This Terms of Reference document will be reviewed annually by the Advisory Committee to ensure it remains aligned with the objectives of Engineering New Zealand and the changing AI landscape.

Approval Date: 8 December 2024

Review Date: 8 December 2025