



## ASSOCIATION FOR CONSULTING ENGINEERING IN NIGERIA (ACEN)

(LIMITED BY GUARANTEE); INCORPORATED APRIL 12 1979

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### *Firm Membership Renewal Guidelines*

#### **1.0 INTRODUCTION**

##### **1.1 ACEN Membership**

Prior to December 2007, ACEN membership was open to individual and firm members, who possessed the required experience and professional integrity. At the 2007 AGM, a motion was passed limiting ACEN membership to firms. This was to further emphasize the business nature and focus of the association. Membership is therefore now open to Consulting Engineering firms with the adequate experience and commitment to continuous improvement in technical and business integrity.

As at December 2007, ACEN had about 157 firm members and 129 individual members. Upon rationalization of the individual category which has now been largely eliminated, ACEN firm membership is now about 200, made up of firm members. The aim of ACEN is to have members in every state of the federation and the federal capital, as every state is entitled to the highest level of Consulting Engineering practice. Today, ACEN has members in only 21 of the 37 states and FCT. Of the states in which we are present, only four states have the critical number for effective association.

##### **1.2 ACEN Standard for Quality System**

ACEN Firm Members shall conform to these minimum standards and renewal of firm membership will be based on these set criteria

- Firms engaged in engineering consultancy and related activities whose head office or branch office is in Nigeria.
- Firms' membership shall be opened only to either purely engineering/specialist firm or multidisciplinary firm.

- Firm members must have the technical and operational capacity (eg. minimum standard office set up, etc.).
- Firm member must have good organisational structure
- Firm member must be registered with CAC (either business name or limited liability)
- Firm member must be registered with COREN as engineering firm or set in motion its registration (i.e. registrable with COREN)
- Firm member must have Professional Indemnity Insurance
- Firm member must possess good working tools such as computers, printers, etc. and use only licenced software

## **2.0 CONDITIONS FOR MEMBERSHIP RENEWAL**

### **2.1 General**

1. All firms must be registered with COREN or certified by the ACEN Council to be registrable by COREN
2. All firms must be registered with CAC as a consulting firm supported with relevant evidence. (Memo and other Articles of Association, Form CO2 and CO7).
3. Profile of firm including list and qualification of staff
4. Evidence of payment of relevant fees

### **2.2 Duration & Renewal of Members**

The duration of membership in the Association on admission shall be for an initial period of 3 years.

Membership shall be renewed thereafter in accordance with such regulations as shall be made by Council from time to time.

### **2.3 Obligations of Member Firms**

A Member Firm of the Association shall meet the following obligations:

- Promptly pay its annual subscription and any other levies that shall be properly approved by the Council and the General Meeting
- Sign and abide by the Code of Practice of the Association, the Articles and Memorandum of Association and any other regulations that may be enacted by the Council and General Meetings of the Association
- Remain in the practice of Consulting Engineering, maintain a consulting engineering office, employ competent professional staff and ensure high quality of project delivery at all times
- Ensure continuous professional development of all its staff, including Directors and Principals, as may be regulated by Council from time to time
- Submit to ACEN records of its activities as may be approved by Council and General Meeting
- Ensure regular attendance at ACEN activities by its principals, delegates and staff

### **2.4 Representation of Member Firms in the Association**

Each Member Firm shall be represented by delegates at General Meetings and other activities of the Association where representation is required. Each Member Firm shall nominate its delegates and forward their correspondence addresses to the Secretariat of the Association.

The number of delegates representing each member firm shall be as may be determined by Council from time to time and listed in its bye-laws

## 2.5 Qualification for Firm Membership Renewal

ACEN Firm Membership renewal shall be based on the following terms:

- The firm shall have obtained a current COREN Practising fee Certificate, meet other statutory requirements to practice consulting engineering in Nigeria and shall be engaged in the practice of consulting engineering or related activities
- The firm shall have been in practice for the last three years
- Provide and demonstrate that it has adequate competence and capability to practice consulting engineering in Nigeria through:
  - Must practice from a properly established, equipped and functional office
  - Must recruit competent engineering and support staff
  - Effective organizational structure and quality procedure
- The firm shall undertake to abide by the Articles & Memorandum of Association, Code of Practice for Members and any other regulations and practices of ACEN
- The Firm shall sign a declaration in a form which states as follows:

### ***Declaration:***

\_\_\_\_\_ hereby applies for firm membership renewal in the Association of Consulting Engineers of Nigeria. The firm conforms to the definition of a member as described in the ACEN Articles and Memorandum of Association. If our membership is renewed, we undertake to abide by the Articles of Association, Rules and Code of Conduct of ACEN as they now exist or as they may hereafter be altered or amended. The authorized signatory below will be the main ACEN representative to whom all correspondence and notices will be sent unless otherwise advised by the firm.

## 2.6 Firm Membership Renewal Application Submission

Membership of the association shall be open to firms engaged in engineering consultancy and related activities whose head office or branch office is in Nigeria. Firms are required to submit the following documents:

- Duly filled ACEN Firm Membership Renewal Application Form
- Photocopy of registration fee receipt
- Photocopy of past ACEN registration Certificate
- Photocopy of past/current COREN Practising Certificate
- Photocopy of evidence of supporting documents
- Recent/Updated Company Profile or other relevant literature
- Other supporting documentation as requested in the application form.

**Note:**

The Association reserves the right to request for an interview or visitation to confirm the veracity of information contained in the application documentation.

While every effort will be made to expedite the approval process, it is to be noted that all applications are approved by Council during regular meetings.

**Appendix A: EVALUATION OF MEMBERSHIP RENEWAL FORM BY ACEN**

**INTRODUCTION**

In 2009, the AGM approved new Articles and Memorandum of Association for ACEN. A major part of this revision is the renewal of membership after every three years by members. This new document, while setting out some of the conditions to be met for renewal in its articles, gives additional authority to the Council to further expatiate on these conditions as well as set new ones as may be deemed fit from time to time.

New Membership and Membership Renewal forms have been designed to be completed by members. This document seeks to define the guidelines that will be used in the evaluation of the completed forms. It is done in such a way that member firms will be able to score themselves as part of the form completion exercise.

The items to be evaluated have been divided into three categories as follows:

Category 1 covers items that are primarily directed at the firms' development and cover projects executed, staff development, firms' turnover, quality systems, ethics and integrity. This section is allotted the highest weight of 60% of the total score. This demonstrates that ACEN's interest is primarily the firms' interests.

Category 2 covers items that are primarily directed at the development of ACEN. They include attendance and facilitating at ACEN events, holding of offices and active participation in ACEN, and financial donations among others. Although all these have direct benefits to member firms, the responsibilities are directly those of ACEN. This category is allotted 30% of the total score.

The third and final category covers contributions by staff of member firms to national development. They include the holding of public office of ministers, commissioners, board members, principal officers of major NGOs, teaching in Institutions of higher learning and national and international recognitions such as merit awards, national awards, etc. These roles give good positive image and recognition to the profession. 10% of the score is allotted to this category.

In summary, the scoring format is as follows

Firms' Growth and Development	60%
Contributions to ACEN & Engineering	30%
Contributions to other National Development	10%

The tables below present the detailed scoring procedure.

**Table 1: Firms' Growth & Development**

Measured Parameter	Description		CLAIM
Projects Executed	List at least one project in the fields of specialization included in the renewal form and score 10 points for each project. Not more than 100 points can be claimed in this category	100	
Staff Development	List all engineering staff employed and score 2 points for every graduate staff employed, including partners and 1 point for every two non-graduate staff. Not more than 100 points can be claimed in this category	100	
	List the trainings and CPD attended by each staff and claim one point per staff per day of training attended. Up to 100 points can be claimed in this category	100	
	List technical papers presented at a conference or workshop by each member of staff and claim 10 points for each paper to a maximum of 100 points	100	
Turnover	Present your latest financial statement and claim 5 points for every =N=10 million of turnover. Up to 100 points can be claimed in this category	100	
Quality System	Demonstrate the existence of a quality assurance system in your practice by meeting	100	
	ACEN standard for Office Environment (30 points)		
	ACEN Standard for Office Equipment & Automation (40 Points)		
	ACEN Standard for Website & Internet Connectivity (30 points)		
	ISO Certification (100 Points)	100	
Ethics & Integrity	Claim for exceptional adherence to ethics and integrity by reporting challenging incidences and claim 20 points for every confirmed and proven incidence; not more than 100 points can be claimed in this category	100	
	Implementation of FIDIC Business Integrity Management System BIMS (100 points)	100	
Others	Any other justifiable claims not listed below	100	
TOTAL		1000	
FACTORED SCORE	Total Score x 0.06	0.06	

**Table 2: Service & Contribution to ACEN, NSE, COREN & Engineering**

Measured Parameter	Description		CLAIM
Attendance at Events	Claim 10 points per staff attendance at ACEN conferences and major workshops up to a maximum of 100 points	100	
	Claim 10 points per day per staff attendance at ACEN School of Engineering Training Programmes up to a maximum of 100 points	100	
	Claim 10 points per staff (other than partners) attendance at GAMA or FIDIC conferences up to a maximum of 50 points	50	
Facilitation & Presentations at Events	Claim 10 points per facilitator per day at ACEN School of Consulting Engineers up to a maximum of 100 points	100	
	Claim 10 points per presentation at ACEN, NSE or COREN conference and major workshops up to a maximum of 100 points	100	
	Claim 20 points per presentation at GAMA, FIDIC and other international workshops up to a maximum of 100 points	100	
Officers & Members of Council & Committees	Claim 50 points for each year a staff member acts as Principal Officer of ACEN, NSE, GAMA or FIDIC up to a maximum of 100 points	100	
	Claim 20 points for each per year (for more than 50% attendance) a member of staff acts as an active Member of Council of ACEN, NSE, GAMA or FIDIC up to a maximum of 100 points		
	Claim 20 points for each per year a staff member acts as an active Member of a Committee of ACEN, NSE, GAMA or FIDIC up to a maximum of 100 points		
Financial Contributions	Claim 10 points for every =N=100,000 or part thereof donated to ACEN in cash, for adverts or similar events by the firm up to a maximum of 250 points	250	
Distinguished Awards and Academic Contributions	Claim 30 points for every major ACEN and NSE award conferred on a member of staff e.g. ACEN Lifetime Award, NSE Fellowship, etc.) and lectures given at Institution of Higher learning	100	
TOTAL		1,000	
FACTORED SCORE	Total Score x 0.03	0.03	

**Table 3: National & International Services & Recognitions**

There is no limit to the score in each row, provided that the total score is not more than 1,000

Measured Parameter	Description		CLAIM
National & International Merit Awards & Honours	Claim 100 points for each recipient of any National Awards in the year of award only		
Membership of Boards of Public Companies	Claim 50 points for each member of staff appointed to the board of a Public Company for every year in office		
Member of National Committees, Task Forces, etc	Claim 50 points as chairman and 30 points for every staff appointed to a national committee, task force, etc.		
Appointment as Ministers or Commissioner	Claim 50 points for each member of staff appointed as a Commissioner or Minister or position of equivalent rank for every year in office		
Principal Officer of Major NGO, Political Party, etc	Claim 50 points for every staff appointed to a principal office of a major NGO or Corporate Social Responsibility (CSR)		
TOTAL		1,000	
FACTORED SCORE	Total Score x 0.01	0.01	

#### Overall Scoring Format

Measured Parameter	Factored Score	
Firms' Growth & Development (60%)		Shall not be less than 30 out of 60 points
ACEN & Engineering Development (30%)		Shall not be less than 15 out of 30 points
National & International Services (10%)		No mandatory score required
TOTAL		Shall not be less than 50% of Total