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## Navigation around the new IEA Website

The new IEA website contains information about the International Engineering Agreements, and is designed to give you access to information about the alliance.

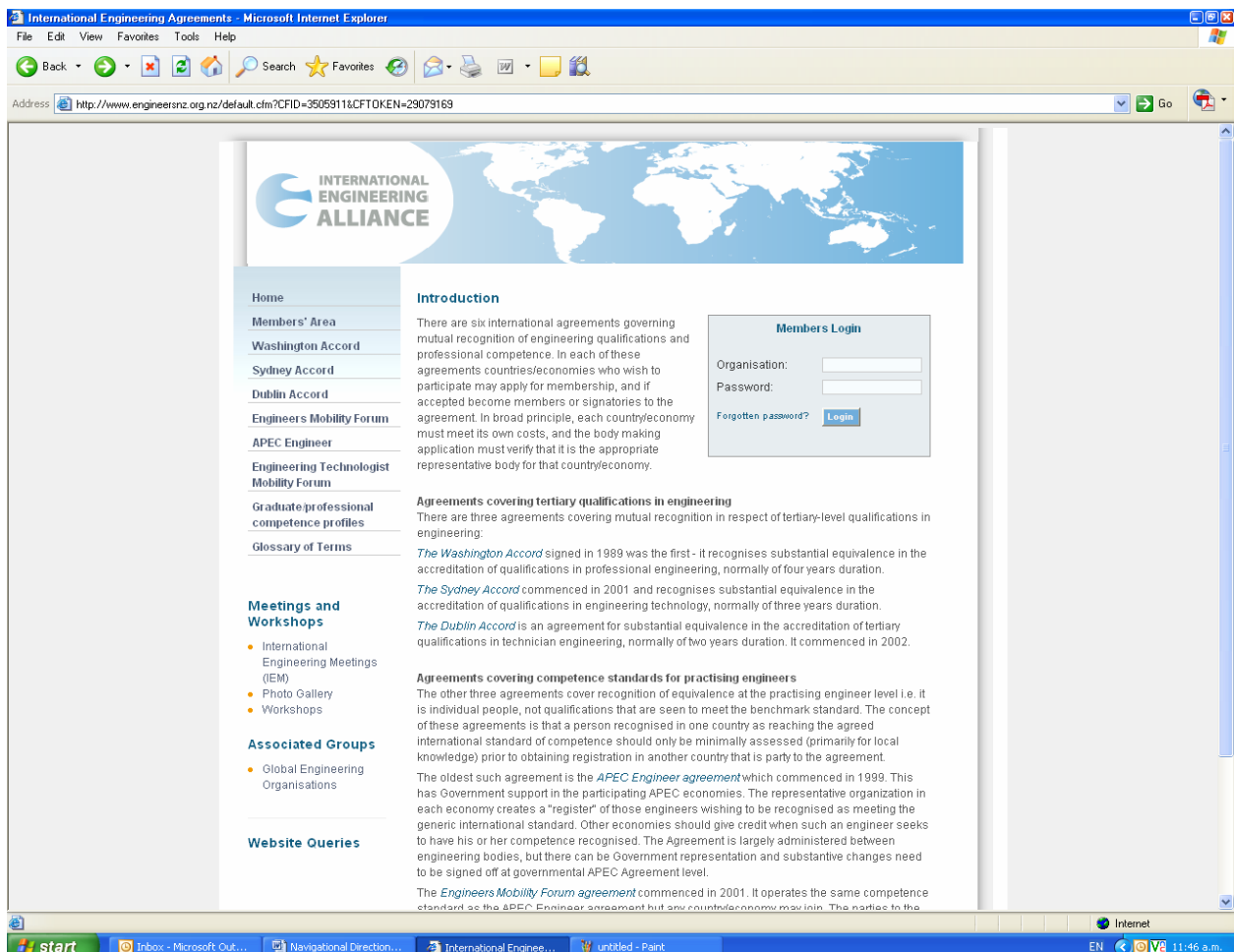
To access the International Engineering Agreements website, please type in:

<http://www.ieagreements.org> ,into the URL field of your web browser.

You will then be taken into the Home page of the website as displayed.

The IEA home page allows users to easily navigate to the information that you may require.

From this page, you are able to utilise the tool bar on the left hand side to enable you to gain entry to specified information, i.e. Rules and Procedures. By clicking on the links, users are taken directly to the relevant area of the site.



### Members Login:

**Members Login**

Organisation:

Password:

Forgotten password?

In this area, enter your Organisation's login and password that you have been assigned.

Click on the Login button.

Once logged in, you are in the Members' Area of the IE Agreements website.

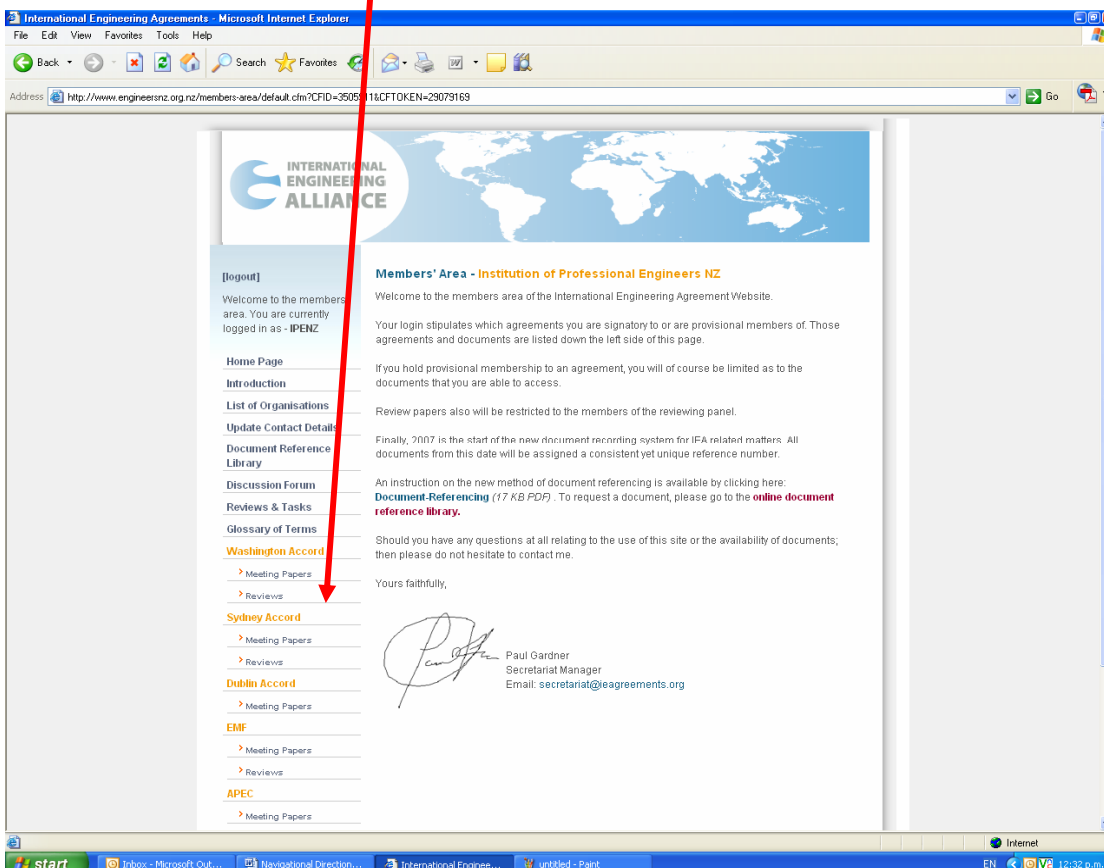
***Please speak to your organisations representative as details in the non member area of the website if you are unaware of your organisations login/password.***

***If you have selected 'Forgotten Password', you will be asked to click on the click here link to enter an email address in order to receive your login details.***

***Please note that this will need to be the email address of one of those listed persons from your jurisdiction, in order to meet security requirements.***

If you have entered the correct login to the site, your password, being unique, will identify which agreements you are signatory to or are provisional members of. Those agreements and appropriate links are listed down the left side of this page.

You will notice that there are additional options to the tool bar down the left hand side that do not appear on the home page.



International Engineering Agreements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.engineersnz.org.nz/members-area/default.cfm?CFID=3505111&CFTOKEN=29079169>

**INTERNATIONAL ENGINEERING ALLIANCE**

**Members' Area - Institution of Professional Engineers NZ**

Welcome to the members area of the International Engineering Agreement Website.

Your login stipulates which agreements you are signatory to or are provisional members of. Those agreements and documents are listed down the left side of this page.

If you hold provisional membership to an agreement, you will of course be limited as to the documents that you are able to access.


Review papers also will be restricted to the members of the reviewing panel.

Finally, 2007 is the start of the new document numbering system for IEA related matters. All documents from this date will be assigned a consistent yet unique reference number.

An instruction on the new method of document referencing is available by clicking here: **Document Referencing (17 KB PDF)**. To request a document, please go to the **online document reference library**.

Should you have any questions at all relating to the use of this site or the availability of documents, then please do not hesitate to contact me.

Yours faithfully,

 Paul Gardner  
Secretariat Manager  
Email: [secretariat@ieagreements.org](mailto:secretariat@ieagreements.org)

**[Logout]**

Welcome to the members area. You are currently logged in as - **IPENZ**

**Home Page**

**Introduction**

**List of Organisations**

**Update Contact Details**

**Document Reference Library**

**Discussion Forum**

**Reviews & Tasks**

**Glossary of Terms**

**Washington Accord**

Meeting Papers

Reviews

**Sydney Accord**

Meeting Papers

Reviews

**Dublin Accord**

Meeting Papers

**ENF**

Meeting Papers

Reviews

**APEC**

Meeting Papers

### Viewing Electronic Documents:

Under each Agreement, you gain access directly to Meeting Papers and Reviews applicable to that Agreement.

To access these documents, click on the link, and you will be taken to additional folders broken down into years in which applicable information can be located.

In each folder you are then given the options of Agenda, Minutes or Presented Documents. Click into these folders to choose which documents you wish to access.

### Historic and Archived Document Reference Library:

This area of the website will allow you to source historical and non electronic documentation.

If you hold provisional membership or signatory status to an agreement, you will of course be limited as to the documents that you are able to access.

Review papers also will be restricted to the members of the reviewing panel and the reviewed jurisdiction.

- **Requesting a Document:**

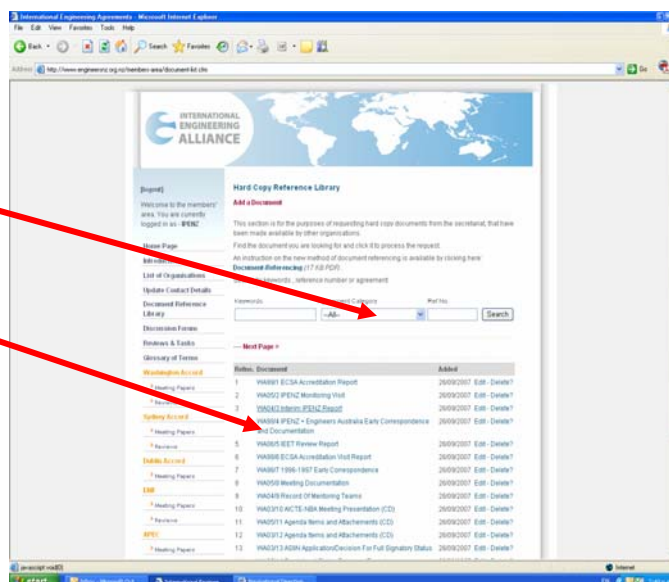
To use this facility you must enter either a key word/s, or a reference number, to enable the document to be found in the reference library. Once entered, click on the search button.

You can also search by Category (drop down menu).

This will produce a list of documents that is specific to each Agreement.

**(Please take time to familiarize your self with the new document referencing system available on this page.)**

Once you have located the particular document/s you are then able to request a copy by clicking, into the document and submitting your query.



Please note that once this request has been made, then an acknowledgment and/or copy document will be sent within 3 days, to an authorised contact email address.

### **To Add a Document:**

Please forward to the Secretariat, copies of any documents you wish to be scanned, loaded and added to the library. Only do this if you wish for them to be made available for all jurisdictions to access and view.

### **Updating and Adding Contact Details:**

You have the facility to update and add contact details as and when they occur within your respective jurisdictions.

To do so you must be logged into the Members area.

- Click on **update contact details**,
- Find and click on persons name you are wanting to change details in,
- Edit details to reflect changes, (including adding .jpeg photographs)
- Click on the **submit** button to ensure details are updated.

*To Add a New Contact:*

- Click on the **add a new contact** box,
- Fill in all the compulsory information required – some area have drop down boxes containing information that need to be chosen,
- Click on the **submit** box to ensure the new details are updated.

### **Reviews and Tasks**

Whenever a review is carried out, Signatories and Members who are granted access to the progress of the review and can monitor the relevant stages in the form of a plan.

No additional security access is required, and it will centrally administered via the Secretariat.

### **Discussion Forum**

All Members now have the facility to pose questions and issues via a discussion forum within the Members area of the website. To add a new topic, simply click on the link and follow the instructions.

### **Photo Gallery**

A link on the home page of the site allows access to photographs taken during key events. They can be downloaded and printed from the site if you wish

### **Security**

Please ensure that all those accessing the site log out after they have finished. Failing do so may allow access to those not permitted, and will be in breach of the Secretariats I.C.T security protocols.