



## **CIBSE Ireland Workshare Exchange Program**

This document outlines the framework for the CIBSE Ireland Workshare Exchange Program. The program is managed by the CIBSE Ireland Committee and is available for mechanical and electrical services design engineers and contractors. Companies can express their interest to participate to [cibseirelandchair@gmail.com](mailto:cibseirelandchair@gmail.com) or fill in the Expression of Interest for on [www.cibseireland.org](http://www.cibseireland.org).

- Program Aim:** Enhance experience level of participating engineers and contractors, gain insights to working practices of other discipline (contractor/design consultancy), build and strengthen relationships between participating companies.
- Exchange time:** The exchange program runs over a period of 3 months. It is recommended that participants will work in the respective exchange company for one day a week. The timeframes can be adjusted if required (e.g. two days every fortnight).
- Participants:** Engineers from two companies — one design consultancy, one contractor — identify engineers with an experience level between 2-5 years to participate in the program. Participants can be either mechanical design engineer and mechanical contractor or electrical design engineer and electrical contractor. In addition, the companies also identify and appoint a mentor to support the incoming exchange participants.
- Mentor:** The role of the mentor is to guide and support the exchange participant in the company. The mentors are the main point of contact for the exchange participants and are responsible to structure and communicate the tasks and activities for the exchange days. These should be based on the learning objectives discussed during the program kick-off meeting.
- Learning Objectives:** With support of the mentor, each participant shall set learning objectives before starting the exchange. The mentor within the exchange company shall organise work and projects as much as possible to meet these learning objectives.

Projects:	The exchange shall be based on a common projects, that both consulting engineer and contractor are working on.
Kick-off:	At the start of the Workshare Exchange Program, CIBSE Ireland will facilitate a kick-off meeting with the participants and mentors. During this meeting, the participants and mentors will discuss learning objectives of the exchange.
Meet & greet:	Before the first full day of exchange, we recommend that participants are introduced to the retrospective exchange office/ site office and the team they will be working with. In addition, IT set-up for the exchange participant can be organised at that time.
Interim meeting:	1.5 month into the exchange program, we recommend to conduct an interim meeting to discuss participants and mentors feedback and identify projects for the outstanding exchange days.
Close-out meeting:	<p>At the end of the exchange, the two participants will give a presentation to the participating companies, including an invited audience. The presentations should cover the following topics:</p> <ul style="list-style-type: none"> <li>• Scope of exchange work</li> <li>• Key lessons learned</li> <li>• What I will do differently as a result of this program</li> <li>• How has the program shaped my view of Building Services?</li> <li>• Presentation event/ceremony — This will be hosted by CIBSE Ireland and held at one of the regular venues used by CIBSE Ireland for such occasions.</li> </ul>
Certificate:	The participants will be presented with a CIBSE Ireland Exchange Program certificate.
Promotion:	CIBSE Ireland will publicise and promote the program, in association with the participating companies.
Legal agreements:	The participating companies are advised and encouraged to consider circumstances that might require the set-up a Non-Disclosure Agreement, or None Compete Statement, between them. Any contractual arrangements should be formally agreed between the participating companies.