

Synopsis of the Tasks and Duties of the Professional Council (PC) of the FSIE

(german: Standesrat, français: conseil de l'ordre,
italiano: consiglio della corporazione)

Introductory note: The exact tasks and duties are defined in the [Bylaws of the FSIE](#) and the [Code of Conduct of the FSIE](#).

Code of Conduct (CoC) / Ethics Guidelines for IT Users (EfIT)

The PC formulates and authors the professional Code of Conduct, CoC, and the Ethics Guidelines for IT Users, EfIT. The CoC describes the behavioural and professional duties specific for the certified Experts FSIE™. The EfIT describes ethical responsibilities all members (incl. the IT user members) of the FSIE have.

The PC submits the CoC and/or EfIT (in the entirety or modifications) to the Board of the FSIE for vote/acceptance at the next upcoming General Assembly of the FSIE. If CoC/EfIT topics are scheduled for a General Assembly, all members of the PC are expected/required to be present at the General Assembly.

The PC explains and interprets the CoC / EfIT to all that raise questions (the Board, issues raised by members at or before a General Assembly, by those involved in the context of a customer complaint).

The PC observes the developments of the profession of IT and the socio-technical environment with respect to possible impacts on the CoC and/or EfIT and internally discusses a possible evolution.

Note: General inquiries by members or interested parties regarding the CoC/EfIT are answered by the office of the FSIE (first-level support).

Complaints against certified Experts FSIE CoC violations

In the cases of complaints (by customers or fellow professionals) against certified Experts FSIE™, the PC first reads/hears both sides, then proposes/seeks for a **mediation**. If this does not work, the PC leads the **evidence and investigations** until it comes to a conclusion about the case by interpreting the CoC (maybe also the EfIT). The PC defines the eventual sanctions against the alleged Expert FSIE™.

The PC is supported by the office of the FSIE. All interactions with customers/experts are done by the office. The PC only receives communication from office and reports back to the office.

Note: Currently, it is not foreseen that possible EfIT violations can lead to complaints.

Counting the votes of a ballot vote

In the case of a ballot vote required, the PC is responsible for checking the votes for correctness (timeliness, validity), then counting the valid votes and communicating the result. This, to assure independence from the Board of the FSIE.

Responsiveness

The PC nominates a president and vice president and organises itself, so that emails to pc@fsie.ch are answered in due time (1 office day). The members of the PC are reasonably reachable by phone for the president/vice-president of the FSIE and communicate (holiday) absences to office@fsie.ch.