



## IMD Code of Practice

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The purpose of an IMD Code of Practice is to support the development of and strengthen the unity between National Associations, Aspirant Members or Chapters and to ensure the proliferation of MTM systems internationally.



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## National Integrity

1. National integrity will be recognized by National Associations, Instructors/Trainers when running training courses of IMD approved systems outside of the boundaries of their own region
2. PUBLIC COURSES
  - a. Public courses can be run only by the local NMTMA.
  - b. In case there is no NMTMA in the concerned Country, public courses, if requested, can be organized directly by the IMD. The Executive Director would assign the job to an international MTM instructor, considering the language constraints and the cost of traveling. The cost of the course is agreed with the customer for each single demand. Training material and certificates are supplied by the IMD at the following costs:
    - i. Examination fee: 100,00 €/student
    - ii. Training manual maintenance fee: 20 €/student (10 € for MTM-1 and MTM-2)
    - iii. Manuals and data cards: 100,00 €/student
3. COMPANY COURSES
  - a. Company courses can be run also by foreign international MTM instructors in the context of a commercial relation with a local customer
  - b. The instructor, under the responsibility of his/her own NMTMA, must inform the local NMTMA about the in-house MTM training courses which are going to be held within its region. In particular, the following information must be communicated before the beginning of the course:
    - i. Date and seat (full company address)
    - ii. Number of students
    - iii. Language
    - iv. Training program
    - v. Reference person within the company
  - c. The instructor must use only training material approved by IMD, such as manuals and data cards
  - d. The instructor must use examination papers approved or issued by the local NMTMA
  - e. The local NMTMA has the rights to supervise the examination
  - f. Certificates are issued by the local NMTMA and, if requested by the customer, also by the instructor's NMTMA.



- g. The instructor has to pay to the local NMTMA a fee of 20 €/student to support the development of the local MTM training offer and to cover the expenses for issuing the certificates
4. There is no restriction on cross border business of any National Association with the exception of recognition of integrity
5. All instructors/trainers operating outside their own territory are required to hold a valid International Instructor license issued by IMD before giving instruction/training outside the boundaries of his/her own National Association, Aspirant Member or Chapter
6. No promotion of other proprietary PMT systems should be carried out by instructors or National MTM Associations in deference to IMD approved or recognized systems.



## Procedure for IMD recognition of MTM data/systems

This Procedure is managed and controlled by the IMD Executive Board

The Executive Director will administer all matters concerning IMD recognition of MTM data/systems. He will be responsible for setting up a sub-group to investigate the new system submitted for IMD recognition.

Prerequisites of IMD recognition for any MTM based system are:

1. The MTM system must be free from copyrights and royalties
2. National Associations are the examining and certificating body within their own boundaries for such system.

All National Associations, who are members of IMD, will be asked to nominate one person from their area, who is considered competent to pass judgment, as to whether the submitted MTM data/system has been properly developed.

Upon request from a National Association, for IMD recognition of MTM data/systems, the Executive Director will:

1. Suggest a procedure for investigation.
2. Specify the maximum cost for the investigation.
3. Select the nominees, from the list of nominees submitted by the National Associations, for the sub-group to carry out the investigation into the new MTM data/system.
4. Nominees will be selected by considering the necessary qualifications required for a specific task.
5. Submit the proposals, to all IMD member associations, for comment before presenting them for a final decision to the General Assembly

The National MTM Association, requesting IMD recognition for MTM data/systems, will have the right to refuse any nominee proposed by the Executive Director. They can only exercise this right prior to the proposals being submitted to the General Assembly.

The Executive board shall make the final decision about procedure, choice of nominees and proposed expenditure.

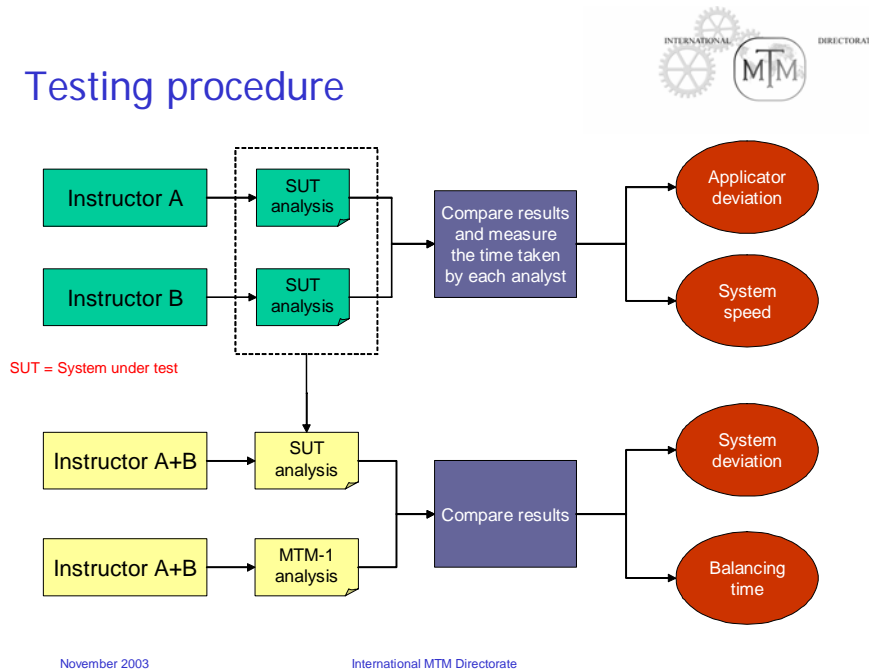
The investigation by the examination group will describe objectively:

1. The way the data/systems was developed and the research basis
2. The claims for the data/systems (see Figure 1)



3. Training and examination requirements
4. All available documentation.

## Testing procedure



**Figure 1**

The examination group shall also comment on:

- The professionalism of the development work
- The accuracy of the claims
- The assurance of proper application through the training and examination procedures.

The examination group will compile a written report on the investigation results.

The examination group shall present a report (in English) to the Executive Director with their recommendations regarding IMD recognition.

The General Assembly will make the final decision on whether to grant IMD recognition



## Procedure for IMD approval of MTM data/systems

An IMD approved system is owned by IMD

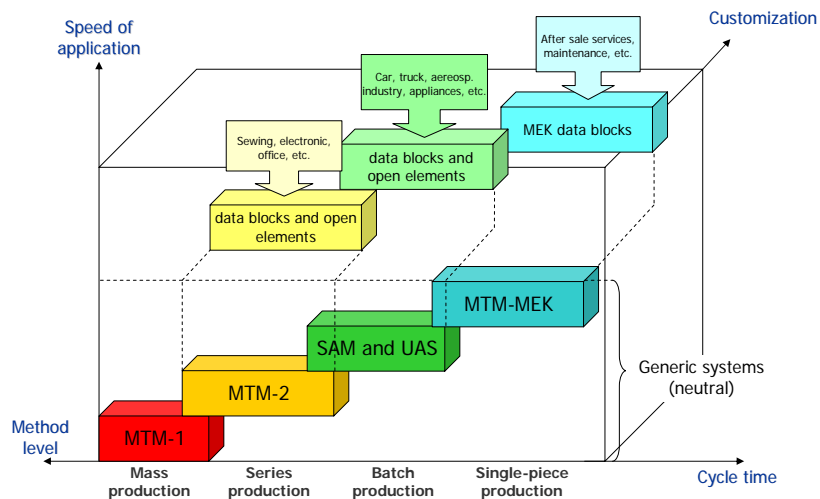
The approval procedure coincides with the recognition procedure with the following additional requirement:

The National MTM Association, requesting IMD approval for MTM data/system (developing NMTMA), has to send to IMD the minutes of the Board Meeting in which the association transfers ownership and copyrights of the system to IMD.



## Maintenance duty of training material of official systems

### IMD official MTM systems



The responsible NMTMA (see Table 1, page 9) supplies IMD with an official English translation of the training material (manuals), examination procedures and examination papers. The concerned NMTMA is responsible for keeping that up to date and for its continuous improvement.

IMD is responsible to control the quality of the training materials and to distribute to all NMTMAs the latest release of the manuals, the examination papers and the data cards (English master copy). The master copy must deal with the following arguments:

- Definitions
- Claims and objectives
- Elements
- Variables
- Application rules
- Data cards
- Examination procedures
- Examination papers



IMD is responsible to set minimum requirements of all examination papers of official systems

IMD is responsible to support the spread of the knowledge of those systems throughout the World. In particular, IMD will sponsor the organization of instructor training courses held outside of the territory of the respective developing NMTMA (e.g. a UAS course held in South Africa).

All translations of examination papers of approved systems have to be submitted by the NMTMAs to the Executive Director for approval and filed into IMD archive.

For those services IMD will charge the concerned NMTMA the amount of

- 10 € for each MTM-1 and MTM-2 certificate issued in an official training course
- 20 € for each SAM, UAS and MEK certificate issued in an official training course

For the continuous improvement of the training material, the respective responsible NMTMA will charge IMD the amount of

- For MTM-1 and MTM-2: 5 € for each student accounted in the paragraph above
- For SAM, UAS and MEK: 10 € for each student accounted in the paragraph above

No charge will be made by IMD for MTM courses held for schools or universities when a special student fee is applied.

Responsible NMTMAs are the following:

Approved system	Responsible NMTMA	Standing
MTM-1	USA and Canada MTM Association	IMD official system
MTM-2	French MTM Association	IMD official system
SAM	Nordic MTM Association	IMD official system
UAS	Deutsche MTM Vereinigung	IMD official system
MEK	Deutsche MTM Vereinigung	IMD official system

**Table 1**



## Foundation Procedure of a National MTM Association

An Aspirant association may apply for or be invited to status as National MTM Association. Such group, upon submitting an application to the IMD Board, must subscribe to the same objectives as IMD, and recognize in its by-laws that IMD is the official international body for the co-operation and co-ordination in the field of MTM, its development and practice. It must be demonstrated to IMD that such election from Aspirant association to National MTM Association will be in the interest of the users of MTM in that country.

Admission to membership is restricted to one Association in each country.

All applications of membership are first examined by the Executive Board. If all the requirements are met, the Executive Board will recommend to the Board the full membership and will invite the new candidates to take part to the meeting to present own organization. Otherwise the new association will be given the status of aspirant member until all the requirements are met.

### IMD Objectives

The general objective of the IMD and the National MTM Associations is to develop, spread and employ knowledge concerning man at work so as to improve his productivity, his job satisfaction and his working conditions.

More specifically, the objectives of the IMD are to encourage close cooperation among all those interested in the study of man at work whether it is in research, training or field of application.

The major areas of activity of the IMD to reach the general objective are:

1. Research  
To widen the scope of and improve MTM (meaning the system and its data), to develop the knowledge of application of MTM, to develop new ways of processing MTM data and information on working conditions, to further the integration of work measurement systems and to deepen the knowledge of man at work by coordinating the research activities of the National Associations, by suggesting or initiating research which is not yet being performed by the National Associations and by encouraging and coordinating the publication of research reports.
2. Standards of Practice  
To ensure international standards of MTM practice, which includes uniformity of basic MTM data, internationally approved data systems, definitions, application rules and minimum requirements for training and examinations, by defining MTM, by coordinating training and examination development and practice internationally and by recommending publication of international standards of practice.
3. Membership development  
To encourage and coordinate the creation of new National MTM Associations and their admission as Aspirant members and/or members, by determining minimum requirements for membership, by collecting information on MTM activities in non-member countries, by assisting National Associations in their efforts to



develop new members.

#### 4. Communication

To improve knowledge of members and other circles in the business and academic world on developments and achievements of MTM research, training and application, its growth and its acceptance, by collecting and spreading information, by promoting seminars, conferences and printed publications, and by encouraging members to exchange information.

ADOPTED BY THE GENERAL ASSEMBLY IN LONDON, MAY 1969, TO BE APPLIED FOR EXECUTIVE PURPOSE.

#### Documentation

The applicant must develop and submit to IMD the following documents:

- 1) Formal request for acknowledgement as a national MTM association, signed by the organization chairman
- 2) Official seat of the association
  - postal address and reference persons
  - telephone and fax numbers
  - electronic mail addresses
- 3) List of board members
  - experience has shown that consultants should not be member of the Board in order to exclude any commercial interests in the non-profit organization, as well as any suspicion of granting privileges
- 4) List of membership by classes:
  - company members
  - universities/institutes
  - individual members
- 5) Official copy of the by-laws and minutes of the foundation Board meeting, reporting name, position and role of the founders
- 6) Proposed six-month meeting schedule
- 7) Development plan for the growth of the Association divided by type of activity (training, development projects, etc.)



## Compulsory technical requirements

- 1) MTM-1 training material must be available in English or local language
- 2) Examination and training regulations have to be provided, describing
  - the contents and coverage of the individual training measure, including the duration of the course
  - the scope and complexity of the examination tests must fulfill minimum requirements set by IMD in theory and practice
  - condition to pass the examination. In most countries an examination is considered passed if final score is greater than 75%.
  - procedure to achieve a national instructor license
  - the examination fees
- 3) A commission of MTM instructors has to be formed, which is responsible for holding examinations
- 4) Examination papers must be provided in the local language

## Recommendations

- An uneven number of Board members to achieve clear voting results
- Individual members have a basic vote in annual general meetings
- Company members have additional votes, depending on the size of the company (total number of employees)

The following graduation has proved successful:

companies with up to	200 employees	=	1 vote
companies with more than	200 employees	=	2 votes
companies with more than	400 employees	=	3 votes
companies with more than	700 employees	=	4 votes
companies with more than	1000 employees	=	5 votes
companies with more than	3000 employees	=	6 votes
companies with more than	5000 employees	=	7 votes
companies with more than	10000 employees	=	8 votes



- For each basic and additional vote a membership fee per year is due

## International MTM Instructor Licensing Policy

1. The candidate must have been a national instructor for at least 3 years
2. The application to IMD for his/her international certification must be submitted by his/her NMTMA
3. The candidate has to pass an IMD examination with a minimum grade of 75%. The examination is supervised by the IMD Executive Director or by an international MTM instructor appointed by the IMD Executive Director.
4. The preliminary marking shall be made by the appointed supervisor (see point 3). The marking will be controlled and published by the Executive Director
5. IMD shall prepare a sufficient number of written examination papers, designed to verify that the candidates meet the following requirements:
  - a. Deep MTM-1 knowledge (theory and practice)
  - b. General knowledge of the other official systems (MTM-2, SAM, UAS and MEK)
  - c. Good knowledge of IMD code of practice, mission and development program
6. The examination language is English. For those candidates who don't speak and understand English, the applying NMTMA is responsible for the correct translation.
7. The examination and registration fee is 200 € (una tantum). That fee covers the costs for marking the papers and issuing the certificate. If the examination is run in the first half of the year, than the international license fee is due in the same year, otherwise that fee is due in the following year.
8. The international license fee is set to 150 € every third year. That fee is due at the beginning of the 3-year period.
9. The license must be renewed every 3rd year by attending an international instructor seminar and bringing evidence of the instructor activity (e.g. number of MTM applicators certified through an existing NMTMA, research and development, MTM related projects, etc.). Any NMTMA can apply to IMD for organizing within own region an international MTM instructor seminar by submitting the seminar program, which has to be approved by the Executive Director. That seminar can be combined with national conferences or other MTM training programs.
10. IMD Executive Director has the authority to issue international licenses to MTM instructors who have successfully passed the examination and to cancel a license when the instructor does not respect the principles for running international MTM training courses, which are described under "National Integrity" in the IMD Code of Practice.