



ROYAL METEOROLOGICAL SOCIETY CHARTERED ENVIRONMENTALIST

Details of the Accreditation Scheme

Fellows of The Royal Meteorological Society who satisfy the Society as to their training, experience and competence as set out below, may be accredited by the Society on behalf of the Society for the Environment as Chartered Environmentalist (CEnv). They may then, subject to the By-Laws of the Society and those of the Society for the Environment, use the title **Chartered Environmentalist** and the abbreviation **CEnv**. This document describes both the requirements and administrative procedures for accreditation.

1 AIM

The aim of accreditation is to provide a professional qualification which will satisfy clients and employers and the public at large that individuals have reached *and continue to maintain* a specified level of professional knowledge and experience, that they adhere to a declared code of professional conduct and that they understand and practice in their professional life the concepts of sustainable development.

Chartered Environmentalists will be looked to for high quality knowledge, experience and advice, often by those who are not specialists in the relevant subject. It is for this reason that communication skills are explicitly required, in addition to technical expertise, proven experience and probity and a commitment to sustainable development.

A requirement for accreditation is that individuals should show themselves to be conversant with current knowledge and best practice in respect of sustainable development. Fellows who have been accredited will periodically be asked for evidence that they continue to meet this requirement (see Continuing Professional Development (CPD) at 4.2 (3) below).

The Society does not provide any guarantee of the quality of individual work by Chartered Environmentalists. Chartered Environmentalists who provide professional services on their own behalf to third parties are responsible for their own work and professional indemnity cover.

2 QUALIFICATIONS FOR ACCREDITATION

To qualify for accreditation, a candidate must satisfy the Society as to his/her

- a scientific background
- b understanding and application of the principles of sustainable development
- c experience and judgement
- d ability to communicate clearly in English
- e probity.

2.1 Scientific background

The requirement is a total of not less than eight units derived from academic study from a recognized EU university or a non-EU equivalent, where:

Doctorate (3 yrs full time)*	= 6 units
Masters (1 yr full time)	= 2 units
Masters (4yr full time)	= 8 units
Masters (2 yr part time)*	= 2 units
Hons (Bachelors) degree 4yr	= 8 units
Hons (Bachelors) degree 3yr	= 6 units
Hons (Bachelors) degree part time 4yr*	= 6 units
Sandwich Hons degree full time 4yr*	= 6 units
Graduate certificates/diplomas 1 yr	= 2 units
Ordinary (Bachelors) degree 3 yr	= 6 units
HND/HNC all full time 1yr*	= 2 units
Level 4 NVQ*	= 2 units

* part of these qualifications may be assessed for relevant units of experience.

2.3 Experience and judgement

A minimum of four units of experience at an appropriate (post graduate or equivalent) professional level is required. One year of experience provides one unit. Referees will be asked to comment on a candidate's ability to analyse material logically and to comment on the candidate's experience and judgement.

2.4 Ability to communicate clearly in English

Evidence of the ability to communicate in English, orally and in writing, is required. Ability to communicate orally is assessed during an interview within which a candidate may be asked to make a brief oral presentation. Ability to communicate in writing is to be shown by the submission of published papers, reports, theses, etc. Unless their submitted papers meet this requirement applicants will be asked to write a paper of up to 2000 words on an agreed subject.

2.5 Probity

Referees will be expected to vouch for the character and honesty of applicants. Before acceptance applicants are required to agree explicitly to conform to the Code of Conduct.

3 ADMINISTRATIVE STRUCTURE

Council of the RMetS oversees the accreditation scheme and appoints an Accreditation Board to manage it.

The Accreditation Board is also responsible for recommending to the RMetS Council acceptance or rejection of applicants. It will arrange:

- a) Interviewing Panels to examine individual applicants and
- b) A Continuous Professional Development Panel (CPD Panel) to examine and to audit all CPD returns from CEnvs accredited by the RMetS.

3.1 Constitution of the Accreditation Board

- a The Accreditation Board consists of eight members approved by Council.
- b The Chairman is an Officer of the Society elected annually by the Society in accordance with the Society By-laws and is a member of Council.
- c Not more than four members of the Board may be employed by any one employing organisation. Council aims to provide a balance of specialities among Board appointees which will enable Panels to be selected to best advantage.
- d The Board has power to co-opt on to any Panel persons who are not members of the Accreditation Board. Membership of the Society is not a prerequisite of co-option.
- e Board Members are normally appointed for a four-year term. At the discretion of Council, any Board Member may be re-appointed.
- f If a Board Member retires early or becomes ineligible, a new appointee will be asked to complete the term of office of the person retiring.

3.2 Procedures of the Accreditation Board

- a Five or more Board Members constitute a quorum at Board meetings.
- b Decisions of the Board put to the vote require a majority of votes cast. In the event of a tie the Chairman is empowered to give an additional casting vote.

3.3 Interview Panels (IPs)

- a IPs consist of three, occasionally four, members.
- b Members of IPs will normally hold the CEnv qualification.
- c A member of the Accreditation Board will be appointed as chairman of each IP.

3.4 Course Evaluation and Continuous Professional Development Panel (CE/CPD Panel)

- (a) The CE/CPD Panel (the Panel) will consist of a minimum of four members.
- (b) The Panel will include at least two members experienced in professional training or higher education in meteorology
- (c) A member of the Accreditation Board will be appointed as chairman of the Panel
- (d) Recognition of individual courses cited by an applicant as providing the requisite level of academic education and practical training is dependent upon the Panel receiving adequate information from the organisation providing the course, as indicated in 4.1(5) below. The Panel will take all reasonable steps to obtain the information, including consulting the Registration Authority of the Society for the Environment but, if information has not been received one month in advance of the date for an interview, the Panel will inform the IP of this fact and advise that the interview be delayed.

4 PROCEDURES

4.1 Procedure for accreditation or re-instatement of accreditation

- a The appropriate application forms and guidance notes are obtained from the Executive Director of the Royal Meteorological Society.
- b The completed application form, with copies of certificates and the non-returnable evaluation fee where required, is sent to the Executive Director of the Royal Meteorological Society.
- c Applications are scrutinized for completeness and relevance and references called for. Once referees' reports are available, the complete application is sent to two Assessors appointed by the Accreditation Board.
- d Subject to approval from the Assessors, membership of an Interviewing Panel is decided in accordance with the guidelines and an interview is arranged. In exceptional circumstances the requirement for an interview may be waived, for example if the applicant is already accredited to an equivalent standard in another EU country or is applying for re-instatement of a suspended accreditation, or is applying before 1st June 2006 under "grandfathering rights". If no interview is deemed necessary, the papers are referred to the CPD evaluation panel which will then make a recommendation to the Accreditation Board.
- e Where academic or professional courses are quoted which are not included in the Society's list of approved courses, the Accreditation Board will ask the organisation responsible for the course to provide the details of their syllabus, timetables, examination papers, their methods of assessment and available evidence of external evaluation of the course.

This information must be provided in English. If the information is not available in time to assist in the evaluation of the individual application the Board may seek other advice or may delay consideration of the application.

- f If necessary, applicants are advised of the arrangements for interview and of the composition of the Interview Panel. Applicants will be asked if they wish to challenge the composition of the Interview Panel. Any such challenge must be registered with the Accreditation Board through the Executive Director of the Society within the time period notified to the Applicant.
- g Following completion of the interview, the Interview Panel reports to the Accreditation Board.
- h The Accreditation Board, acting on all the information received, then makes a recommendation to the Council of the Royal Meteorological Society.
- i The Applicant is notified of the decision of the RMetS Council by the Secretariat. The Accreditation Board may offer guidance to applicants at this stage on the outcome of the process but following notification of the Council's decision, neither the Board nor its members will enter into any correspondence or communication arising from an unsuccessful application.
- j Applicants may appeal the Council's decision by written submission to the Executive Director of the RMetS within two months of notification of the decision. In this event the RMetS will convene an ad hoc committee of past or present Officers of the RMetS to review the circumstances and report to the SocEnv Registration Authority , whose decision is then final.
- k A list of newly accredited or reinstated Chartered Environmentalists is published in the Society's newsletter and objections to accreditation are invited from the membership: if no objections are raised in writing to the Accreditation Board within two months of publication of this list the accreditations automatically become effective. If an objection is raised the Accreditation Board will reconsider the case, including any new evidence put before it, and make further recommendations to the RMetS Council. If so directed by the Council, the Board will carry out a further review of the case under the provisions of paragraphs 4.1.(h), (i) and (j) above, appointing a different ad hoc committee to undertake the review. Following this step, the Council's decision on the basis of the review is final.
- l A list of Chartered Environmentalists accredited through the RMetS is maintained by the Executive Director and is published on the Society WWW site.

4.2 Procedure for renewal

- a Renewal of accreditation is on an annual basis. The annual renewal fee is indicated on the RMetS Annual Subscription form.
- b Requests for renewal must be accompanied by a statement from the individual certifying continued professional activity and continued adherence to the code of ethics.

- c At two-yearly intervals from the date of original accreditation fresh evidence will be sought to confirm that the individual continues to merit accreditation. This is done by asking CEnv accredited Fellows to submit to the RMetS a completed self-assessment form for each of the two preceding years. On the form CEnvs should record the main professional events which have contributed to the maintenance of their professional knowledge and practice, including their adherence to the principles and practice of sustainable development. These events might be training courses or scientific meetings attended, lectures, articles, papers or reports published, significant work packages completed, products developed or delivered and so forth. Provided that it is directly associated with the professional areas relevant to CEnv, the development of management and administrative skills and experience may be regarded as contributing to CPD for the continuance of accreditation. The submitted forms are audited by assessors from the Course Evaluation/CPD Panel who may request further details if necessary. Failure to submit an adequate return may result in the withdrawal of Chartered status. Accredited CEnvs should, as an on-going process, maintain this record on the forms provided.

4.3 Procedure for disciplinary action

- a If the Society receives a written complaint against a Chartered Environmentalist, this is investigated by the Accreditation Board.
- b Evidence to be considered includes that from the Chartered Environmentalist against whom the complaint is made.
- c Disciplinary action including withdrawal of accreditation is recommended when appropriate by the Accreditation Board to the Council which ratifies or amends the recommendation.
- d Appeal against disciplinary action may be made within two months of the notification of the Council decision. The appeal is heard by an ad hoc committee of Past Officers of the Society appointed by Council. The committee reviews the evidence and reports back to the Council, whose decision is then final.

5 CODE OF CONDUCT

Chartered Environmentalists accredited by the Royal Meteorological Society are expected to abide by the following Code of Conduct. Only individuals who intend to abide by this code should apply for accreditation. Actions contrary to this code will provide grounds for the accreditation of an individual to be withdrawn.

This Code of Conduct is additional to and does not take the place of any Code of Ethics to which the Chartered Environmentalist may already be subject.

Chartered Environmentalists must sign the code of ethics laid down by the Society for the Environment as follows:

As a Chartered Environmentalist I will:

- Incorporate the best principles of the environmental sciences for the mitigation of environmental harm and the enhancement of environmental quality;
- Strive to ensure that the uses of natural resources are fair and sustainable taking account of the needs of a diverse society;
- Use my skills and experience to serve the needs of the environment and society;
- Serve as an example to others for responsible environmental behaviour;
- Not engage in conduct involving dishonesty, fraud, deceit or misrepresentation or discrimination; and
- Commit to maintaining my personal professional competence and strive to maintain the integrity and competence of my profession.