ROYAL METEOROLOGICAL SOCIETY
CHARTERED METEOROLOGIST

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 as Chartered Meteorologists (CMet). They may then, subject to the By-Laws of the Society, use the title Chartered Meteorologist and the abbreviation CMet. This document describes both the requirements and administrative procedures for accreditation.

1 AIM

The aim of accreditation is to provide a professional qualification in meteorology 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 and that they adhere to a declared code of professional conduct.

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

A requirement for accreditation is that individuals should show themselves to be conversant with current knowledge and best practice. Members 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 Meteorologists. Chartered Meteorologists 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 knowledge of meteorological science and practice
c experience and judgement
d ability to communicate clearly in English
e probity.

2.1 Scientific background

The normal requirement is an honours degree in any science, engineering or computational subject from a recognized EU university or a non-EU equivalent.

2.2 Knowledge of meteorological science and practice

A minimum level of knowledge of meteorology is required. This would normally be provided by specialist university courses at first degree or higher degree level or by professional training, but extensive practical experience may be an alternative. In each category, a list of approved courses will be held by the Society. In the case of a qualification not already approved, evaluation will be undertaken by a Course Evaluation Panel nominated by the Accreditation Board.

Knowledge of sources of information and data, and of current practices and procedures will be evaluated from referees' reports and by interview.

2.3 Experience and judgement

A minimum of five years recent work at an appropriate professional level is required. Successful attendance at a Masters degree course in a relevant specialisation may count as one year of work: completion of a PhD in meteorology may count as two years. 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 meteorological subject. Something in the style of an article for the Society publication, Weather, would be appropriate.

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

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

a) **Interviewing Panels** to examine individual applicants and

b) **A Course Evaluation and Continuous Professional Development Panel (CE/CPD Panel)** to examine courses claimed to satisfy the various criteria of the scheme and to audit all CPD returns from CMets.

### 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 Each IP will be broadly based as between the theoretical and applied aspects of meteorology and shall include a member familiar with at least one of the applicant's declared areas of specialisation.

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 Panel will be responsible, under its chairman, for scrutinising courses claimed to satisfy the academic requirements of the scheme and for the audit of all CPD returns from CMets (see section 4.2). It shall make appropriate recommendations to the Accreditation Board.

b The CE/CPD Panel (the Panel) will consist of a minimum of four members.

c The Panel will include at least two members experienced in professional training or higher education in meteorology.

d A member of the Accreditation Board will be appointed as chairman of the Panel.

e 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 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 Chief Executive 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 Chief Executive 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 to CMet in another EU country or is applying for re-instatement of a suspended accreditation. 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 Chief Executive 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 Council.

i Council, at its next meeting, ratifies or amends the Board’s recommendations. The Applicant is notified of the outcome by the Secretariat. The Board may offer guidance to applicants at this stage on the outcome of the process but following notification of Council decisions, 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 Chief Executive within two months of notification of the decision. In this event Council will convene an ad hoc committee of past or present Officers of the Society to review the circumstances and report back to Council, whose decision is then final.

k A list of newly accredited or re-instated Chartered Meteorologists 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 Council. Council 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 Meteorologists is maintained by the Chief Executive 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 Society’s Annual Subscription form.

b Requests for renewal must be accompanied by a statement from the individual certifying continued professional activity.
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 CMet accredited Fellows to submit to the Society a completed self-assessment form for each of the two preceding years. On the form CMets should record the main professional events which have contributed to the maintenance of their professional knowledge and practice. 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 CMet, 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 CMets should, as an on-going process, maintain this record on the forms provided.

d It is recognised that at some stages in a professional career, a holder of CMet may, as a result of a change in their professional responsibilities, find it impossible to maintain the level of CPD necessary for the continuance of the accreditation and be unable to provide an adequate CPD record for scrutiny. In such cases, the Accreditation Board may, on application from the holder, agree to a suspension of the accreditation for a period of not more than four years. During this period, the holder shall pay an annual charge of 25% of the normal renewal fee. At any time up to the end of this period, any person so suspended may apply to have the accreditation re-instated under the provisions of section 4.1 of these regulations.

4.3 Procedure for disciplinary action

a If the Society receives a written complaint against a Chartered Meteorologist, this is investigated by the Accreditation Board.

b Evidence to be considered includes that from the Chartered Meteorologist against whom the complaint is made.

c Disciplinary action including withdrawal of accreditation is recommended when appropriate by the Accreditation Board to 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 Council, whose decision is then final.
5 CODE OF CONDUCT

Chartered Meteorologists of 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 Meteorologist may already be subject.

Chartered Meteorologists must:

1 conduct themselves in such a manner as to reflect distinction on their profession and the Society

2 be conversant with current best practice, endeavouring to keep abreast of relevant scientific and technical developments, and striving to improve their professional abilities

3 where confidentiality and commercial constraints allow, be prepared to pass on their knowledge to colleagues and subordinates and to make new findings widely available through appropriate publications and presentations

4 not knowingly take credit for work done by others, giving credit where credit is due in publications or meetings

5 base their practice on demonstrably sound scientific principles applied in a scientific manner

6 refrain from making exaggerated or unwarranted claims and statements

7 refer requests for services which are beyond or outside the scope of their professional capabilities to those properly qualified

8 comply with relevant national and international law

9 fully advise clients as to the likelihood of success before undertaking work for them

10 accept payment only as agreed in their terms of agreement with their employer

11 respect all agreements on confidentiality into which they have freely entered

12 refrain from engaging in activities generally recognised as being detrimental to, or incompatible with, the general public welfare

13 use the name of the Society only when duly authorised.

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