

GUIDANCE NOTES FOR APPLICANTS CHARTERED METEOROLOGIST (CMet)

The aim

The aim of accreditation is to provide professional qualifications in meteorology, at a level equivalent to other schemes providing Chartered status, which will satisfy clients, employers and the public at large that individuals have reached and continue to maintain a specified level of meteorological knowledge, competence and experience and that they adhere to a declared code of professional conduct.

Accreditation provides a link and standards across the wider meteorological community. It benefits individuals by providing recognition of their expertise, a framework to support career development, and a demonstration of commitment to their career.

The schemes

The Royal Meteorological Society, as the Learned and Professional Body for meteorology in the UK, is the custodian of the national professional qualifications in the discipline of meteorology.

The Society offers two professional accreditation schemes: Registered Meteorologist (RMet) and Chartered Meteorologist (CMet). These schemes are hierarchical, recognise different levels of professional competence and experience, and are consistent in concept and scope with similar accreditations that exist for other professions. The Royal Meteorological Society is the only body able to award Registered or Chartered Meteorologist status.

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

Requirements for accreditation

To qualify for accreditation, a candidate must satisfy the Society as to their:

- education and professional training
- scientific background and knowledge of meteorological science and practice
- relevant work experience and judgement
- competence, including the ability to communicate clearly in English
- probity and willingness to abide by the code of conduct
- commitment to maintaining professional currency

The two schemes differ in the requirements for scientific background, knowledge of meteorological science and practice, experience and judgement, and competence, but both require probity, the ability to communicate clearly in English and a commitment to maintaining professional currency.

Benefits

Being a CMet enables you to:

- demonstrate professional competence based on your knowledge and expertise as well as academic qualifications
- progress your career by showing that you have competencies beyond those required in your current post
- have a professional qualification that is recognised by major employers in UK and the European Union
- show a commitment to professional development by recording developmental activities in a tailored framework

Chartered Meteorologist

The CMet scheme is open to any Member of the Society who meets the requirements for Chartered status. Through a demanding code of conduct and rigorous professional development requirements that are both monitored and enforced, CMet provides wider recognition than Fellowship by demonstrating commitment to the highest standards of professionalism and knowledge of meteorology as well as competence and continuing development. It benchmarks professional meteorologists at the highest level, no matter in which specialism or sector of the discipline they work.

Chartered Meteorologists are expected to provide a high-quality service based on their experience and expertise. The service is often provided to those not specialists in the subject, so communication skills are explicitly required, in addition to satisfying the other requirements. There is an expectation that

Chartered Meteorologists will provide professional leadership through, for example, developing the science and/or application of meteorology, helping to shape and contribute to the meteorological profession and community, or contributing to public education and outreach. Applicants who are accepted for this accreditation by the Society may then use the post-nominal CMet in their professional activities.

Do I qualify for CMet?

Before applying for accreditation as a CMet, you must ask yourself the following questions:

- Do I hold the academic requirements for CMet or can I demonstrate the required knowledge at interview?
- Do I have the necessary professional experience and Continuing Professional Development (CPD) to have acquired all the competencies required of a CMet?
- In my application can I provide evidence of the required competences and am I able to support this evidence in an interview?
- Can I communicate in both written and oral English effectively and demonstrate it by completing the Professional Review and interview?
- Am I committed to maintaining a CPD record for periodic inspection by the Society in order to maintain my accreditation as a CMet?
- Am I committed to providing professional leadership?
- Have I studied the Code of Conduct expected of CMets and am I prepared to abide by it?

Recognised routes to demonstrate that the education and professional training as well as experience have been met are described at Appendix 1.

Application process

The application process for CMet consists of four steps.

- Complete and submit the online application using ACCSYS and make the relevant payment. Do not leave any section incomplete or ACCSYS will not allow your submission to be uploaded.
- The Society will check your submission and will seek references from your nominated referees.
- Subject to satisfactory references and membership status, the Society will arrange for you to be interviewed by a panel of two assessors.
- The Chair of the Interview Panel (IP) will submit a report to the Society and your application will then be considered by the Accreditation Board. You will be notified of the decision in writing.

The aim will be to complete the entire process within four months of the receipt of your application. Note that the Society will not under any circumstances enter into correspondence over the outcome of an application other than through the formal appeal process.

Completing the application

You must complete the application process using ACCSYS. The information considered most relevant to accreditation must be included in your application but further information such as a resume or curriculum vitae may be added,

Education and professional training

The section on education and training refers to your formal education at an institute of higher education or a training centre and includes degrees, diplomas, and certificates. Copies of the most important should accompany your application. If there is any doubt, you should indicate which courses included specifically meteorological material. In the case of an advanced degree or training where certification has not been provided, a letter of reference is required from the training establishment or employing body indicating the result and mentioning any areas of specialisation.

Scientific background

The normal requirement is an Honours Degree in any science, engineering or computational subject from a recognised EU university or a non-EU equivalent.

You should have acquired the knowledge and expertise as specified in the World Meteorological Organization Basic Instruction Package for Meteorologists (BIP-M) along with knowledge of the current national and international context within which meteorological services are provided. In the normal course, most applicants meeting the standard requirement for CMet are likely to do so based on successful completion of the BIP-M through one of the three methods described in the Part I of WMO-No1083: *Manual on the Implementation of Education and Training Standards in Meteorology and Hydrology Volume I – Meteorology*¹.

You should have developed a good level of specialist knowledge relevant to the needs of your organization and have demonstrated some progression of knowledge since completing your academic studies. Also, you need to have completed a period of qualifying experience of professional practice.

The methods of qualifying are outlined in Appendix 1 and are referred to as the qualified, exemption and experiential routes. In addition, Appendix 1 outlines an academic route, which recognises the high level of expertise acquired through research and/or teaching activities at a university or research institution, along with routes that cover eminent practitioners and unconventional career paths.

The BIP-M covers the following topics.

Physical meteorology

- Atmospheric composition, radiation, and optical phenomena
- Thermodynamics and cloud physics
- Boundary-layer meteorology and micrometeorology
- Conventional observations and instrumentation
- Remote sensing

Dynamic meteorology

- Atmospheric dynamics
- Numerical weather prediction (NWP)

Synoptic and mesoscale meteorology

- Mid-latitude and polar weather systems
- Tropical weather systems
- Mesoscale weather systems
- Weather observing, analysis and diagnosis
- Weather forecasting
- Service delivery

Climatology

- Global circulation, climates, and climate services
- Climate variability and climate change

More details about these topics are given in Appendix 2, and a full description of the BIP-M is given in Part II of WMO-No1083: *Manual on the Implementation of Education and Training Standards in Meteorological and Hydrology*.

Successful completion of a course that has covered the material of the BIP-M will be taken to show that you have the required scientific background. Otherwise, the Interview Panel will need to satisfy itself that you have adequate knowledge of the topics covered by the BIP-M.

Areas of specialism

You may specify a maximum of five areas of specialisation. Your choice is used to guide the Accreditation Board in its selection of appropriate interviewers and, if you are successful, your areas of specialisation will be published in the list of Chartered Meteorologists. You may be asked specific questions on your declared specialism(s) during the interview.

A full list of specialisms recognised by the Society can be found at <https://www.rmets.org/chartered-meteorologist>

1. https://library.wmo.int/doc_num.php?explnum_id=7752

Relevant work experience

This gives you an opportunity to provide information on the scientific and technical nature of your assignments, the nature of your involvement, the degree of your personal responsibility for project decision-making, and the complexity and diversity of your work. Details of major projects may be given more fully.

Normally, 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. Additional years' experience can come from post-doctoral work as detailed in the academic path in Appendix 1.

Judgement

Referees will be asked to comment on your ability to analyse material logically and to comment on your judgement.

Career Review

The Career Review should summarise your career in meteorology to date and, where possible, link your experiences and responsibilities to the requirements for CMet. It should provide an accurate appraisal of your career at the time of application and offers an opportunity to expand upon the information given in the section dealing with relevant qualifying work experience.

Scientific, technical or professional output

You must provide evidence of recent professional work in meteorology or a closely related field. If your output includes written material, a maximum of five of your recently published papers, project reports, or other written documentation relevant to your field of practice should be listed. If they are available, include a copy of two of the above with the application. If your output has been through oral presentations only, you may be asked to write a brief account of some of these. You will be asked to give a short presentation during the Interview Panel on one of the items you submit. Further details are set out below in the section on the Interview Panel.

You are encouraged to refer to non-confidential work. However, if you wish to submit material of a confidential nature then you should contact the Society to discuss arrangements which will be agreed on a case by case basis.

You should describe your role in any large undertaking (e.g. as project leader or one of a member of a team).

Professional recognition

Your membership of appropriate professional or technical associations or societies should be given and participation on committees relevant to your specialisms should be noted. Special awards, patents or other scientific recognition should also be included.

Competency requirements

The competency requirements specify the professional skills and attributes that you are expected to demonstrate through a combination of knowledge and experience and are set out in five key areas. You will need to demonstrate how you meet each of the following competencies² in the course of your professional activities:

- A: Application of knowledge and expertise – Identify and use relevant scientific understanding, methods and skills to address broadly-defined, complex problems.
- B: Personal responsibility – Exercise personal responsibility in planning and implementing tasks.
- C: Interpersonal skills – Demonstrate effective interpersonal skills.
- D: Professional practice – Apply appropriate theoretical and practical methods.
- E: Professional standards – Demonstrate a personal commitment to professional standards.

²Professional competence integrates knowledge, understanding, skills and values. It goes beyond the ability to perform specific tasks...(and) generally involves a combination of formal education and further training and experience. However, these different elements are not necessarily separate or sequential and they may not always be formally structured.

Appendix 3 provides detailed information about typical indicators associated with each of the competencies.

Evidence of competencies – Professional Review

As part of the application process, you should complete a Professional Review. This report summarises and links your expertise and experiences to the CMet competences. The Professional Review also highlights how you have gained experience which includes some level of responsibility and provides an accurate snapshot of your career at the time of application.

In general, write no more than 300 words for each section (A – E) on how you have met the criteria. Bullet points are acceptable but must be explicit, so the Interview Panel and Accreditation Board do not have to make their own assumptions about your professional expertise and competence.

Evidence may be a description of jobs done, routine work undertaken, positions held, involvement in projects, contributions to the meteorological community, or integration and sharing of expertise with others. It should include reference to your qualifying work experience, career review and CPD activities undertaken during that time (as described above). Overall, you must show how the evidence you cite demonstrates that you have achieved the standard required for each competency.

In exceptional cases, where there is a lack of formal documentation, the Society will exercise discretion when judging whether you have presented sound evidence that you meet the requirements.

Evidence of competencies – Written and oral communication

Your ability to communicate clearly in writing will be explicitly shown in the application itself which should be supported by two short examples of your written work. Suitable material may be operational documents produced as part of your routine work or examples of published papers, scientific reports or theses.

At the interview, you will be given the opportunity to demonstrate your oral communication skills, with emphasis on your application of knowledge and understanding, and professional practice.

References

You should provide the names of two individuals who are willing and able to assess your suitability for accreditation according to the criteria set out in the Society's information describing the scheme. If your professional work has mainly been within a firm or organisation, senior colleagues are likely to be suitable. If you have worked as an individual, references from firms or individuals for whom you have provided meteorological or related services may be appropriate.

A person acting as your referee must have known you personally for a reasonable time and have direct knowledge of your work in meteorology. They must not be related to you (by birth or marriage) or be in a personal or business relationship with you or live at your address. Neither of these referees should normally be a member of the Interview Panel.

The Society website contains a copy of the pro-forma which will be sent to those named by you, indicating the opinions which will be sought. If possible, at least one of your referees should be a member of the Society. Your declaration made during the application process authorises the Accreditation Board to contact the referees for the purpose of confirming the information provided unless you specifically request otherwise and give an acceptable reason for the request.

Probity

Referees will be expected to vouch for your character and honesty.

Code of Conduct

As part of the application, you must declare adherence to the professional Code of Conduct associated with the CMet accreditation. Actions contrary to this code will provide grounds for your accreditation to be withdrawn.

Chartered Meteorologists must:

- Conduct themselves in such a manner as to reflect distinction on their profession and the Society.
- Be conversant with current best practice, endeavouring to keep abreast of relevant scientific and technical developments, and striving to improve their professional abilities.

- Where confidentiality and commercial constraints allow, be prepared to pass on their knowledge to colleagues and subordinates.
- Not knowingly take credit for work done by others, giving credit where credit is due.
- Base their practice on demonstrably sound scientific principles applied in a scientific manner.
- Refrain from making exaggerated or unwarranted claims and statements.
- Know and understand the limitations of their own knowledge and skills and refer to others' work that lies outside their own professional scope.
- Comply with relevant national and international law.
- Accept payment only as agreed in their terms of agreement with their employer or client
- Respect all agreements on confidentiality into which they have freely entered.
- Refrain from engaging in activities generally recognised as being detrimental to, or incompatible with, the general public welfare.
- Use the name of the Society only when duly authorised.

Read the Declaration carefully before you declare that you are willing to be bound by this statement.

Membership of the Society

You must be a Member of the Royal Meteorological Society in order to apply for CMet accreditation. If not, you must join the Society before you can begin your CMet application. Membership fees and application fees must be paid in full before your application for accreditation can be processed.

Interview process and administration after assessment

If you have provided sufficient evidence in your application to be considered for the award of CMet you will be required to attend an interview panel which will take the form of a stimulating peer to peer discussion. Its purpose is to build upon the information in your application and the referees' reports so that an assessment can be made about whether you satisfy the requirements to be a CMet. The interview will focus on providing you the opportunity to demonstrate to the panel that you:

- have a good level of specialist knowledge;
- have a broad knowledge of the current national and international context in which meteorological services are provided;
- meet the competency requirements.

If required, by mutual agreement, the CMet interview may be conducted using video-conferencing technology.

More information about the interview process is given in Appendix 4. It covers the interview structure, what you should bring to the interview, your presentation, and what happens after the interview

Aspects of the administration after the assessment are detailed in Appendix 5 and covers outcomes, refusal and appeal processes

Maintaining professional currency

A strength of the CMet accreditation is that it is a formally recognised, public statement that the holder maintains the standard and keeps his/her knowledge and practice up to date through a process of continuing professional development (CPD). Once accredited, you will be required to demonstrate that you:

- maintain the competencies assessed when accreditation was conferred;
- continue to further develop your knowledge and skills;
- keep up with the advances in meteorology in general and your specialist area(s) in particular;
- steadily improve your experience, capability and contribution.

A full list of those activities recognised by the Society as contributing to CPD can be found at <http://www.rmets.org/our-activities/professional-accreditation/cpd-activities>.

As a CMet you must maintain a self-certified record of your CPD using the ACCSYS online system and must submit reports for scrutiny when called upon to do so. Failure to do so or the completion of inadequate CPD reports, unless accompanied by an application for dormancy (see Appendix 5), will result in cancellation of your accreditation and withdrawal of your right to the post-nominal CMet. If you retire from active professional work in meteorology your accreditation will cease.

Once accredited you have the option to be placed on the Dormancy Register if you choose to take a career break for more than six months. The process is described in Appendix 5 and means you undertake to maintain a reduced CPD profile and to *not* use of the post-nominal CMet. Re-application is required following either a period of dormancy exceeding five years or resignation from the CMet Register.

Appendix 1 – Routes to achieve the award of CMet

As set out in of WMO-No1083: *Manual on the Implementation of Education and Training Standards in Meteorology and Hydrology Volume I – Meteorology*³ alternative methods exist to complete BIP-M. The Manual states that BIP-M requirements will normally be satisfied through the successful completion of a university degree in meteorology or a postgraduate programme of study in meteorology (after acquiring a university degree that includes the foundation topics in mathematics and physics; such topics are typically covered in science, applied science, engineering or computational courses). In instances where this is not the case, educational institutions will need to demonstrate that their programme of study provides the characteristic learning outcomes associated with a university degree course and that nationally agreed academic qualification levels have also been met.

Based on these general considerations, there are three routes available to achieve award of CMet as summarized in the table below. In addition there are three routes potentially applicable to those who do not meet the standard requirements.

Route	Route Summary
Qualified	<p>This route is available to Meteorologists who hold a degree-level meteorological qualification.</p> <ul style="list-style-type: none"> • You would need to meet the following criteria: <ul style="list-style-type: none"> ○ Have an Honours Degree level qualification in meteorology meeting the requirements of BIP-M or an Honours Degree in any science, engineering or computational subject and a postgraduate degree or diploma in meteorology meeting the requirements of BIP-M ○ Minimum of 5 years meteorological experience or a minimum of 2 year’s meteorological experience after the award of RMet • Assessment is divided into two parts: <ul style="list-style-type: none"> ○ Written application demonstrating consistent and effective performance in the past 18 months including a written CPD report ○ A Panel interview to determine the extent of your meteorological knowledge and how you apply it to your work
Exemption	<p>This route is for experienced Meteorologists or Meteorological Technicians who hold a Pass Certificate for a course accepted as fulfilling the requirements of BIP-M. Such a course will be either a Postgraduate programme of study in meteorology or Non-degree education programme as set out in <i>WMO Publication 1083 Manual on the Implementation of Education and Training Standards in Meteorology and Hydrology Volume I</i></p> <ul style="list-style-type: none"> • The exemption route builds upon the knowledge and expertise demonstrated through completion of your qualification. • You would need to meet the following criteria: <ul style="list-style-type: none"> ○ Have an Honours Degree in any science, engineering or computational subject ○ Pass Certificate for a course accepted by the Society as meeting the requirements of BIP-M ○ Minimum of 5 years meteorological experience or a minimum of 2 year’s meteorological experience after the award of RMet • Assessment is divided into two parts: <ul style="list-style-type: none"> ○ Written application, detailing the learning gained, the development in your meteorological practice and clear evidence of the positive measurable contribution you have made to your organisation in the past 18 months, including a written CPD report ○ A Panel interview to determine the extent of your meteorological knowledge and how you apply it to your work
Experiential	<p>This route is for experienced Meteorologists or Meteorological Technicians who do not hold a Pass Certificate for a course accepted as fulfilling the requirements of BIP-M.</p> <ul style="list-style-type: none"> • You would need to meet the following criteria: <ul style="list-style-type: none"> ○ Have an Honours Degree in any science, engineering or computational subject or can demonstrate an equivalent level of foundation science knowledge ○ Be an accredited RMet ○ Have a minimum of 3 year’s meteorological experience after the award of RMet ○ Be able to demonstrate the knowledge and expertise specified in the WMO BIP-M and knowledge of the current national and international context within which meteorological services are provided ○ Be able to demonstrate effective meteorological practice within the last 18 months

³https://library.wmo.int/doc_num.php?explnum_id=7752

- Assessment is divided into three parts:
 - Completion of a full draft of the written submission form to demonstrate consistent and effective performance in the past 18 months including a written CPD report. Followed by a telephone review of the application with an assessor leading to full submission of the application
 - An on-site interview assessing your knowledge against the WMO BIP-M syllabus. This will involve gathering work-based evidence and personal research
 - A Panel interview to determine the extent of your meteorological knowledge and how you apply it to your work

Opportunities for those not meeting standard requirements

A feature of the CMet scheme is that “knowledge of meteorological science and practice” (but not “scientific background”) can be demonstrated by “extensive practical experience”. There are clear benefits from this in terms of the accessibility of CMet and of a progressive vocational pathway through RMet to CMet. However, it is important that the greater professional knowledge demanded for CMet is properly demonstrated by all those granted the accreditation.

Those not meeting the standard requirements of the CMet scheme through the qualified, exemption and experiential routes, but who might be eligible to be accredited as a Chartered Meteorologist, are seen to fall in to one of three broad categories:

- Those who are considered eminent, having made and/or continuing to make a high-profile contribution to the profession.
- Those whose career includes extended academic studies in a meteorological subject leading at least to the award of a doctorate, coupled with post-doctoral meteorological experience.
- Those whose career has predated the establishment of current qualifications or includes sideways entry into the profession after following an early career in one or more other areas.

Eminent Practitioners

Candidates who have made and/or continue to make a high-profile contribution to the profession might be considered for the "Eminent Practitioners" route to CMet, but these will be the exception rather than the norm. By their nature “Eminent Practitioners” are unlikely to have followed a traditional or conventional career path, and those identified as potential candidates under this scheme will be considered on a case by case basis. Those falling into this category may also be considered by the Society for recognition in other ways such as life or honorary schemes.

Academic Path

This path is open to candidates who have achieved a doctorate in a meteorological subject without having completed a course recognised as meeting the requirements of BIP-M, but believe they are able to demonstrate that they meet the requirements of accreditation by other means. The Academic Path relies on significant knowledge and expertise gained through research and/or teaching activities following completion of your qualifications. Candidates would normally need to have an Honours Degree in any science, engineering or numerate subject, a PhD in a meteorological subject and a minimum of 3 years post-doctoral meteorological experience. The assessment process will be similar to that of the exemption route.

Unconventional Career Path

CMet candidates most likely to fall into this category are those unable to provide evidence of meeting the standard criteria, but who believe they are able to demonstrate that they meet the requirements of accreditation by other means. Assistance will be provided to enable candidates to demonstrate fulfilment of the criteria, particularly as the evolution of the national education system and professional recognition has provided a cadre of potential candidates who, through no fault of their own, are unable to satisfy the standard criteria. The assessment process will be similar to that of the experiential route.

Appendix 2 – Top-level statements about the WMO Basic Instruction Package for Meteorologists BIP(M)

Physical meteorology

- Explain the structure and composition of the atmosphere, the processes affecting radiative transfer in the atmosphere and global energy balance, and the causes of optical phenomena in the atmosphere.
- Apply the Laws of Thermodynamics to atmospheric processes, use a thermodynamic diagram to assess the properties and stability of the atmosphere, identify the effect of water on thermodynamic processes and explain the processes leading to the formation of water droplets, clouds, precipitation and electrical phenomena.
- Use knowledge of turbulence and surface energy exchanges to explain the structure and characteristics of the atmospheric boundary layer and the behaviour of contaminants.
- Compare, contrast and explain the physical principles used in conventional instruments to make surface and upper-air measurements of atmospheric parameters, and explain the common sources of error and uncertainty and the importance of applying standards and using best practice.
- Describe the range of meteorological data obtained from remote-sensing systems, explain how radiation measurements are made and the processes by which atmospheric data is derived from those measurements, and outline the uses and limitations of remote-sensing data.

Dynamic meteorology

- Explain the physical basis of the equations of motion in terms of forces and frames of reference, apply scale analysis to identify the dynamic processes in balanced flows, describe the characteristics of balanced flows, and use the equations of motion to explain quasi-geostrophy, ageostrophy, and the structure and propagation of waves in the atmosphere.
- Describe and explain the scientific basis, characteristics, limitations of numerical weather prediction (NWP) for short-, medium- and long-range forecasting, and explain the applications of NWP.

Synoptic and mesoscale meteorology

- Use physical and dynamical reasoning to describe and explain the formation, evolution and characteristics (including extreme or hazardous weather conditions) of synoptic-scale weather systems in (a) mid-latitude and polar regions and (b) tropical regions, and assess the limitations of theories and conceptual models about these weather systems.
- Use physical and dynamical reasoning to describe and explain the formation, evolution and characteristics (including extreme or hazardous weather conditions) of convective and mesoscale phenomena and assess the limitations of theories and conceptual models about these phenomena.
- Monitor and observe the weather situation, and use real-time or historic data, including satellite and radar data, to prepare analyses and basic forecasts.
- Describe service delivery in terms of the nature, use and benefits of the key products and services, including warnings and assessment of weather-related risks.

Climatology

- Describe and explain the Earth's general circulation and climate system in terms of the physical and dynamical processes that are involved, and describe the key products and services based on climate information and their inherent uncertainty and use.
- Apply physical and dynamical reasoning to explain the mechanisms responsible for climate variability and climate change (including the influence of human activity), describe the impacts in terms of possible changes to the global circulation, primary weather elements and potential effects on society, outline the adaptation and mitigation strategies that might be applied, and describe the application of climate models.

Appendix 3 – Typical indicators associated with each of the competences

A. APPLICATION OF KNOWLEDGE AND EXPERTISE

Identify and use relevant scientific understanding, methods and skills to address broadly defined, complex problems:

- A1. Develop, maintain and extend (a) a thorough theoretical knowledge of the science and technology underpinning meteorological practice at a high professional level and (b) specialist knowledge relevant to their field(s) of work.
- A2. Apply in detail underlying, scientifically based, meteorological concepts, principles and techniques.
- A3. Analyse complex problems by applying knowledge of meteorological information, concepts, ideas and uncertainties, and produce high-quality results and/or detailed solutions.
- A4. Create new products and services of value to the relevant market sector if involved in the provision of products and services to customers.

B. PERSONAL RESPONSIBILITY

Exercise personal responsibility in planning and implementing tasks:

- B1. Work autonomously while recognizing the limits of personal scope of practice and the requirements of others.
- B2. Take responsibility for safe working practices and be prepared to take the initiative in contributing to their evaluation and improvement.
- B3. Take the initiative in the development of quality standards and be proactive in their application.
- B4. Provide leadership in the workplace, taking responsibility for initiating, planning, developing and leading courses of action, including in situations where there are uncertainties and/or critical deadlines.

C. INTERPERSONAL SKILLS

Demonstrate effective interpersonal skills:

- C1. Have a high level of interpersonal and behavioural skills and be able to represent the organisation competently to external partners/clients.
- C2. Promote positive working relationships, building trust and credibility and anticipate potential problems and resolve them effectively.

D. PROFESSIONAL PRACTICE

Apply appropriate theoretical and practical methods:

- D1. Seek ways in which meteorological techniques, procedures and methods can be improved and develop new practices and methods when required.
- D2. Seek ways of organizing tasks and resources to enhance their effectiveness and/or efficiency.
- D3. Challenge established thinking about processes or systems, provide novel solutions and seek ways to innovate.
- D4. Contribute to continuous performance improvement and support others in seeking ways to improve performance.

E. PROFESSIONAL STANDARDS

Demonstrate a personal commitment to professional standards:

- E1. Comply with relevant codes of conduct and practice.
- E2. Maintain and enhance personal competence in relevant areas of practice through professional development activity.
- E3. Demonstrate a high standard of honesty and integrity.
- E4. Demonstrate knowledge of the national and international context in which meteorological services are provided.
- E5. Demonstrate good judgement by weighing up relevant factors and coming to logical and sensible conclusions.

Appendix 4 – Interview process

Interview structure

The interview will typically last around one hour and will normally be carried out by a panel of two members, one or both of whom will be familiar with at least one of your declared areas of specialisation.

You will be advised in advance of the arrangements for interview as well as the composition of the interview panel. Any challenge to the composition of the panel must be registered with the Accreditation Board through the Chief Executive of the Society within the time period notified.

At the start of the interview the panel chair will describe the aims and structure of the interview. You will be asked to present formal photographic identification. You will then be given the opportunity to briefly describe the key developments in your career as well as providing any updates to the contents of your application if any significant changes have occurred.

You will then be asked to make a 10-minute technical presentation on one of the papers you have submitted as part of your application. Further information on this presentation is detailed below.

After the presentation there will be a discussion between you and the panel members on your presentation, other areas of specialism declared by you and on additional meteorological topics that may be of relevance. During these discussions the panel will map evidence gained to the competency requirements, so when preparing for the interview it is prudent to consider which topics you can offer for each competency area.

It is important to stress that the panel is looking to determine what you know and how you apply your meteorological knowledge to your work. You should be familiar with and prepared to speak about all areas of your application as well as being confident, enthusiastic and able to demonstrate in-depth knowledge of any topics that you describe. These attributes will provide direct evidence of your communication skills as well as highlighting technical and scientific knowledge relevant to the CMet competencies.

What to bring to your interview

- A copy of your completed application form;
- Three paper copies of your presentation material;
- Valid photo identification; this can be either a passport, government issued National Identity Card or driving licence.

Presentation

The technical presentation should be on material that you have submitted as part of your application. If you have written a peer-reviewed paper in the previous 18 months, or presented a talk at a Society meeting, then these can be used for your presentation. You should deliver the content at a level appropriate for an audience of R/CMets.

Your presentation will normally be delivered verbally to the panel around the interview table and accompanied, if required, by a small number of diagrams. Paper and a pen will be provided should you wish to illustrate further.

You should be allowed to present without interruption; however, if you wish to receive questions during the presentation you should agree this with the panel before the presentation starts.

After the interview

At the end of the interview you will not be given any feedback about your performance or the likely outcome.

After your departure, the panel will confer and then prepare a report on whether you have demonstrated evidence of competence and commitment at the appropriate level. This report, together with your application and supporting material, will be submitted to the Society's Accreditation Board. If approved, Council will ratify or amend the Board's recommendations, and you will be notified by letter as soon as a decision has been reached.

Appendix 5 – Aspects of the administration after the assessment

Comprehensive details about the Professional Accreditation Administration are provided on the Society's website⁴. Aspects of particular relevance to CMet are highlighted below.

Outcomes

Following completion of the interview the Panel reports to the Accreditation Board. The Accreditation Board, acting on all the information received will follow one of three courses of action:

- If CMet criteria are deemed to have been fully met, the Board recommends to Council that CMet is conferred.
- If you are not accredited as RMet and are deemed to have met its criteria but not to have fully met the CMet criteria, then the Board will offer to confer RMet status and offer guidance to applicants at this stage on the outcome of the process.
- If you are already accredited RMet and are deemed not to have met CMet criteria then the Board may offer guidance to applicants at this stage on the outcome of the process.

For successful CMet applicants, Council, at its next meeting, ratifies or amends the Board's recommendations. The Applicant is notified of the outcome by the Secretariat. Following notification of the Board's decision, neither the Board nor its members will enter into any correspondence or communication arising from an unsuccessful application.

Refusal and appeal

If you feel that your application has been unjustly refused or that due process has not been followed, you may appeal by letter to the President of the Society who will establish an Appeals Panel to hear your case. The constitution and rules of procedure of the Appeals Panel are those promulgated for the CMet scheme. The Appeals Panel will consist of past Officers of the Society. The decision of the Appeals Panel is final, and no further correspondence will be entered into by the Society.

Career breaks and dormancy

If you elect to take a career break (e.g. for maternity, paternity or other reasons) for more than six months, you may apply to be placed upon the CMet Dormancy Register. This means that you undertake to maintain a reduced but never the less properly recorded CPD record to show that you are keeping abreast of your field and expect within five years to submit this record to the Society and apply to be re-instated on the register without further formality other than the payment of the necessary annual fees. Dormancy requires the payment of a reduced annual fee but does not permit the use of the post-nominal CMet.

If you resign from the register or your dormancy exceeds five years, then to be re-instated you must re-apply using the full application but you will not be required to provide new referee reports and you must have undertaken at least 12 months of work experience since the resumption of your professional role.

⁴ <http://www.rmets.org/our-activities/professional-accreditation/professional-accreditation-administration>