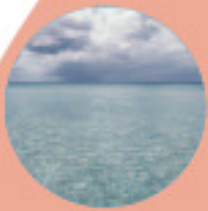


The professional body for the environment

Fellow Membership (FIEMA) Pack

September 2010



iema

INSTITUTE OF ENVIRONMENTAL
MANAGEMENT & ASSESSMENT

A profession for environmental practitioners
Professional Development • Best Practice • Networking

1.0 Introduction to Fellow Membership

Fellow Membership of the IEMA is the highest level of professional recognition offered by the Institute. Fellowship signifies that the individual has demonstrated substantial achievement in the environmental management and assessment field. The application for Fellow entails a short paper and an assessment undertaken by two Fellow Membership Assessors. Successful candidates are entitled to use the suffix FIEMA. Currently there is only one route to achieving Fellow Membership; this is the Standard Route (progression through the grades).

Whereas Full Membership of the IEMA demonstrates the application of knowledge and understanding through experience, Fellowship builds on this by demonstrating substantial achievement in the profession. Therefore, the Standard route to Fellowship requires candidates to first achieve Full Membership of the IEMA, before applying for Fellowship.

To be eligible a candidate is required to have:

- Achieved Full Membership of the IEMA;
- Satisfy the criteria for Fellow Membership (set out in section 3.2), assessed by peer review.

2.0 Introduction to Standards of Competence Criteria for Fellow Membership

To achieve Fellowship, candidates are required to meet the Criteria for Fellow and fulfil the description of a Fellow. The criteria are applicable to a broad range of environmental professionals, for example: environmental managers; environmental impact assessment practitioners; environmental auditors; academics and regulators.

Applicants for Fellow must be able to demonstrate substantial achievement in the environmental profession, distinct from career success in these fields.

3.0 Standards of Competence Criteria for Fellow

3.1 Description of a Fellow

A Fellow (FIEMA) Member is someone who has demonstrated substantial achievement in the environmental profession.

3.2 Standards of Competence Criteria

Candidates for Fellow must demonstrate how they meet the description of a Fellow (see above). Candidates for Fellow are required to demonstrate how they fulfil the criteria below, with reference to **A and C or B and C. All candidates are required to demonstrate that they meet criterion C in addition to A and/or B.**

A. hold a leadership role or significant responsibility in the public, private or voluntary sectors

Candidates are expected to demonstrate leadership and not management.

B. demonstrable achievement in environmental management and related fields

The achievements must be attributable to you and should include achievements over and above those required by your job function.

C. being actively engaged in the environmental field in the support of sustainable development.

All candidates are required to fulfil this criterion.

4.0 The Assessment Procedure

4.1 Standard Route: Progression through the Grades

Applicants must demonstrate application of their knowledge and understanding of issues relating to environmental management and/or assessment, and meet the Criteria for Fellow (see above). Applicants are required to submit a written application and participate in a face to face assessment with two Fellow Membership Assessors.

The written application comprises:

- Completed application form
- Full Curriculum Vitae
- A short paper (1500 words maximum) to support their application, which demonstrates how they meet the Criteria for Fellow. The short paper should address the criteria relevant to the application. The short paper should not be an extended curriculum vitae.
- The names, contact details and signatures of two witnesses that can attest that the short paper presents a fair and accurate account of the candidate's experience.

Two Fellow Membership Assessors will undertake the peer assessment, which will last approximately one hour. The Professional Standards Committee will then ratify the decision of the Assessors, after which candidates will be notified of the result. The IEMA Council will also be notified of the results of the assessments for Fellow.

Candidates who do not demonstrate that they meet the requirements for Fellow shall retain the level of membership applicable at the time of application (Full Membership).

Applications for Fellow are invited at any time; there are no set closing dates for applications. Unsuccessful candidates are entitled to appeal. A copy of the Appeal Procedure will be sent to unsuccessful candidates or is available on request.

5.0 Acceptability of Applications

Please note that the following types of applications will not be accepted by the IEMA:

- Applications that do not comply with the eligibility requirements;
- Incomplete applications;
- Applications containing inadequate information, particularly with regard to the short paper – it is up to the candidate to present a strong case for meeting the criteria;
- Applications without a comprehensive Curriculum Vitae;
- Applications without the correct fee;
- Applications of less than three copies;
- Applications that do not include signed witness statements; or
- Applications that are not in English.

6.0 Confidentiality

The Fellow Membership assessment process may involve the provision of information by candidates that is considered confidential. Members of the Assessment Panel are required to sign declarations that all information they are privy to is treated as strictly confidential. IEMA staff sign a confidentiality agreement as part of their contracts of work.

7.0 Continuing Professional Development

Fellow Members are required to submit evidence of CPD to the IEMA on an annual basis. Currently the

requirement is for a summary statement describing any CPD undertaken. Guidance on the submission of CPD is available from the website or on request. Failure to submit evidence of CPD may result in a review of your membership by the appropriate Committee.

8.0 Additional Notes

The IEMA will not return any information submitted as part of an application once the assessment has taken place. Therefore, candidates are requested to keep copies of any material they submit.

Application Form: Fellow Membership (FIEMA)

Please read the attached guidance before completing this application form. This application form should be detached from the rest of the application pack.

Personal Details	
Name	
Title (Prof, Dr, Mr, Mrs, Ms, Miss)	
Organisation	
Job Title	
Address: Line 1..... Line 2..... Line 3..... Town.....County..... Postcode.....Country..... All future correspondence from the IEMA will be sent to this address.	
Telephone (daytime)	
Fax	
Email	
Sector of work (please tick one):	
<input type="checkbox"/> Business <input type="checkbox"/> Education	<input type="checkbox"/> Consultancy <input type="checkbox"/> Public

Enclosed with this form are three copies of the following (please tick):

- Evidence of Full Membership
- Witness statements, completed and signed by two witnesses
- Written submission – in line with the requirements specified in “Guide to Fellow Membership of the IEMA (FIEMA)”
- Full current curriculum vitae

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

If you have any special requirements that may affect your application (e.g. – in relation to hearing or dyslexia) please enclose details in the covering letter of your application. This information will be confidential and will only be passed to your assessors

Witnesses

Two witnesses are required to verify the following:

That the paper submitted is both a fair and representative account of the candidate's experience in relation to the criteria for Fellow Membership

Witness 1	
Name	
Position	
Organisation	
Relationship to candidate	
Address	
Telephone	
Fax	
Email	
I have read the candidate's paper and verify the statements made (please sign and date)	

Witness 2	
Name	
Position	
Organisation	
Relationship to candidate	
Address	
Telephone	
Fax	
Email	
I have read the paper and verify the statements made (please sign and date)	

Declaration

I have read the Guide to Fellow Membership of the IEMA, (referred to as the Guide) and declare the following:

- **I have achieved Full Membership of IEMA.**
- **To the best of my knowledge the information submitted to the IEMA is true and accurate.**

Signature of candidate:

Date:

By signing this application form, you accept that all or part of the information provided on this form may be used and processed by the IEMA for membership administration, fulfilling the aims of the IEMA and compliance with the IEMA's statutory obligations. Such use will be in accordance with the provisions of the Data Protection Act 1998. You also certify that to the best of your knowledge, the information given on this application form is correct.

Please return three copies of your application form to:

Membership Team
Institute of Environmental Management and Assessment,
St. Nicholas House
70 Newport
Lincoln
United Kingdom
LNI 3DP

professional.standards@iema.net

+44 (0)1522 540069

+44 (0)1522 540090

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Registration Fee

The fee for applying for Fellow Membership is £184. Company cheques and credit cards are accepted. Please contact the IEMA if you are uncertain about the correct fee.

I enclose a cheque for £..... made payable to the Institute of Environmental Management and Assessment.

Please charge £..... to my credit/debit card as circled:

*VISA / *Mastercard / Delta / Maestro / *JCB Card

Card Number: _____

Expiry date: _____ Start date: _____ Issue Number: _____

Security number (last 3 digits on reverse) _____