	FEDERATION EUROPEENNE DES GEOLOGUES EUROPEAN FEDERATION OF GEOLOGISTS FEDERACION EUROPEA DE GEOLOGOS	Number: E3 Issue: Ver 4 Date: June 2010
	REGULATIONS	Approval Authority
	National Vetting Committees	COUNCIL

1 OBJECTIVE

To ensure that National Vetting Committees are established and operate to support the award of the title of European Geologist.

2 SCOPE

This Regulation covers the actions and responsibilities of a National Association in:

- (i) establishing a National Vetting Committee; and
- (ii) receiving and processing applications from its members for award of the title of European Geologist.

3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

- Regulation C2: Grievance and Disciplinary Procedures
- Regulation E1: Criteria for award of the title of European Geologist
- Regulation E2: Procedure for award of the title of European Geologist
- Regulation E4: Licensed Bodies
- Regulation E5: Registration Authority
- Regulation E6: Continuing Professional Development
- Regulation E7: Subscriptions and fees

4 ROLE AND RESPONSIBILITY OF A NATIONAL VETTING COMMITTEE

A National Vetting Committee shall be established by each National Association and maintained to evaluate applications from the individual members of the National Association for the award of the title of European Geologist.

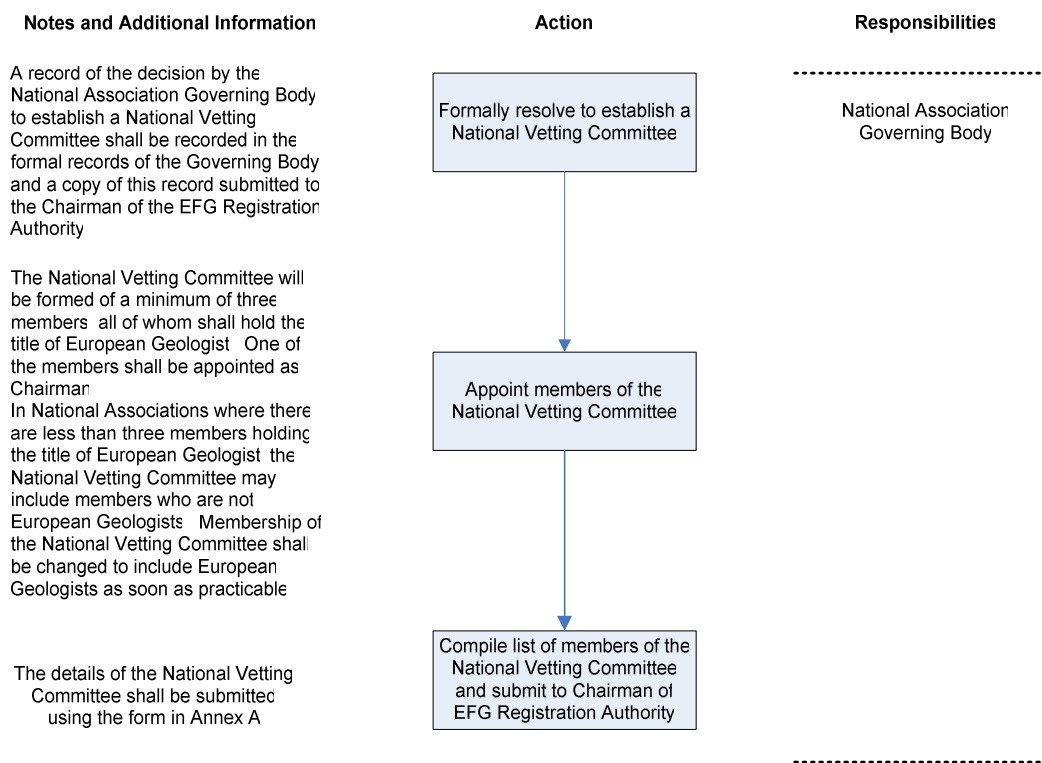
A National Vetting Committee shall:

- (i) prepare, maintain and distribute documents to provide guidance to applicants, assessors and interview panels on the procedures that are to be followed for evaluations of applications for the award of the title of European Geologist;
- (ii) ensure, by training, audit or other appropriate means, that the above procedures are being followed;
- (iii) validate claims made by applicants of qualifications through inspection of originals of certificates, inspection of notarised copies or through checking with the awarding body;
- (iv) ensure that application forms submitted by candidates for award of the title of European Geologist are complete in all respects;
- (v) assess the professional experience and current competence of applicants through inspection of completed application forms, professional reports and reports from sponsors;
- (vi) conduct professional interviews of all applicants;

- (vii) report the results of the evaluation of each application for award of the title to the appropriate Licensed Body with a recommendation for award of the title of European Geologist for those candidates who meet the criteria for award as set out in Regulations;
- (viii) report the results of each application that is rejected as not meeting the criteria for award of the title of European Geologist as set out in Regulations.
- (ix) have established written procedures for dealing with non-standard applications and ensure equality of opportunity;
- (x) maintain records of applications and of reasons for recommendations regarding award of the title;
- (xi) inform the EFG Board every 3 months via the EFG Office in Brussels, of the number of applications pending; and
- (xii) provide information in a timely manner to enable the Registration Authority to audit the performance of the National Vetting Committee.

5 PROCEDURE

5.1 Establishing a National Vetting Committee



The submission to the Chairman of the EFG Registration Authority in support of the application to establish a National Vetting Committee shall comprise:

- (i) a formal statement from the National Association Governing Body (for example a letter) stating that the National Association has decided to form a National Vetting Committee; and
- (ii) the completed form (from Annex A) listing the members of the National Vetting Committee.

The Registration Authority Chairman will review the above documents on receipt and confirm to the National Association their acceptability. The National Vetting Committee can then start operation.

Annex A



**FEDERATION EUROPEENNE DES GEOLOGUES
EUROPEAN FEDERATION OF GEOLOGISTS
FEDERACION EUROPEA DE GEOLOGOS**

Appointment of National Vetting Committee

NATIONAL ASSOCIATION

Name of National Association:	
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MEMBERS OF NATIONAL VETTING COMMITTEE

Position on National Vetting Committee	Name	Qualifications (e.g. EurGeol)
Chairman		
Member		
Member		
Member		
Member		
Member		
Member		

DECLARATION

I confirm that the above named persons have been appointed as members of the National Vetting Committee

Name:	
Position: e.g. Chairman/President of National Association Governing Body	
Signature:	
Date:	

Notes:

1. This form is to be completed by the National Association when a National Vetting Committee is appointed or whenever the membership of the National Vetting Committee is changed.
2. Copies of the completed form are to be submitted to the Chairman of the EFG Registration Authority and the Chairman of the International Licensed Body.
3. A National Association is not authorised to process applications for award of the title of European Geologist unless the form has been completed and submitted and confirmation of the acceptability of these documents being received from the Chairman of the Registration Authority..