	FEDERATION EUROPEENNE DES GEOLOGUES EUROPEAN FEDERATION OF GEOLOGISTS FEDERACION EUROPEA DE GEOLOGOS	Number: E4 Issue: Ver 5 Date: June 2010
	REGULATIONS	Approval Authority
	Licensed Bodies	COUNCIL

1 OBJECTIVE

To ensure that Licensed Bodies are established and operate to support the award and maintenance of the title of European Geologist

2 SCOPE

This Regulation covers the actions and responsibilities of a License Body in:

- (i) processing applications for award of the title of European Geologist; and
- (ii) maintaining the title for European Geologists that are registered with the Licensed Body.

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 E3: National Vetting Committee
- Regulation E5: Registration Authority
- Regulation E6: Continuing Professional Development
- Regulation E7: Subscriptions and fees

4 ROLE AND RESPONSIBILITY OF A LICENSED BODY

A Licensed Body is established to administer and control the award of the title of European Geologist and the subsequent maintenance of the title for those European Geologists that are registered with the Licensed Body.

The Licence to act as a Licensed Body is granted for a period of 5 years by Council on the recommendation of the Registration Authority. Council may renew the Licence for subsequent periods of five years or rescind the Licence, at any time, on the recommendation of the Registration Authority.

A Licensed Body may be either:

- (i) A National Licensed Body established to administer, control and maintain the title of European Geologist for members of an individual National Association; or
- (ii) An International Licensed Body established to administer, control and maintain the title of European Geologist for members of one or more National Associations that have established National Vetting Committees, but which are not themselves National Licensed Bodies.

A Licensed Body shall:

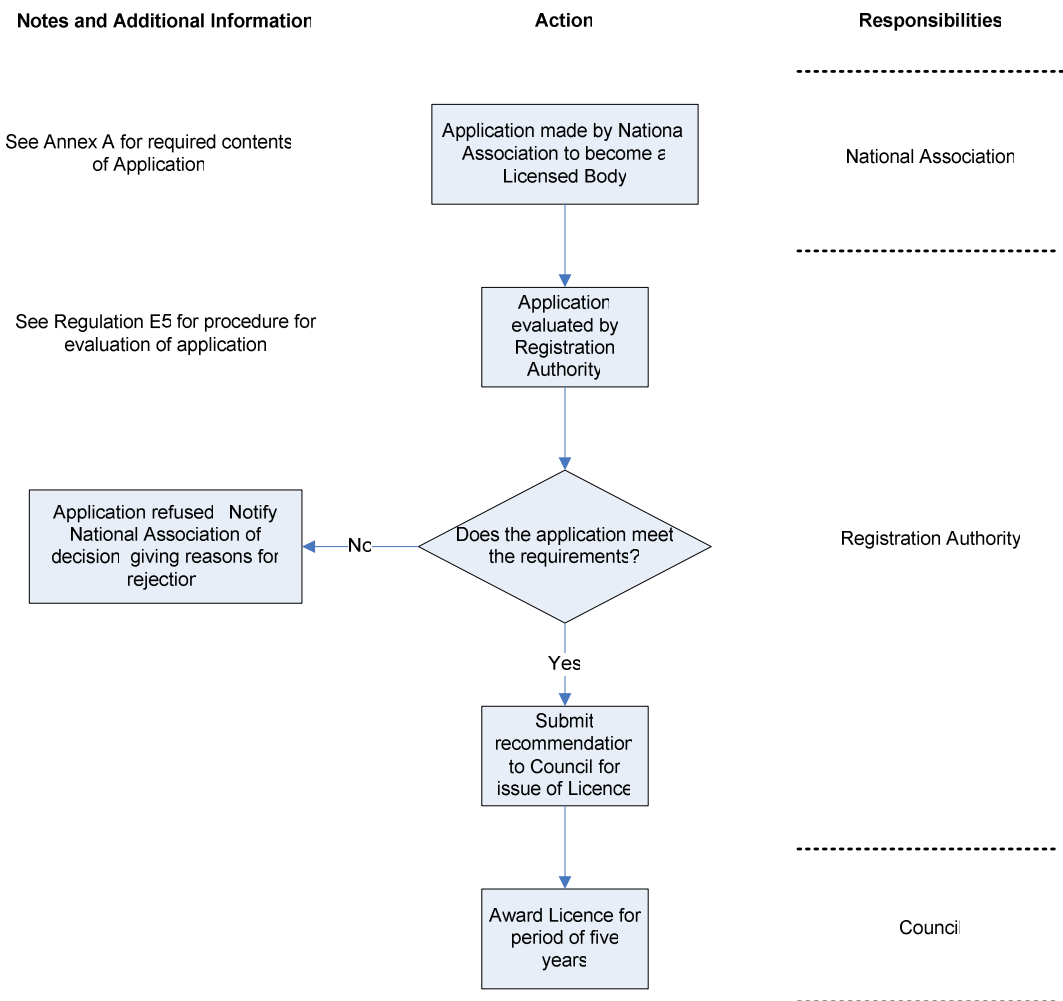
- (i) establish and operate a National Vetting Committee to evaluate applications for award of the title of European Geologist in accordance with Regulation E3. This

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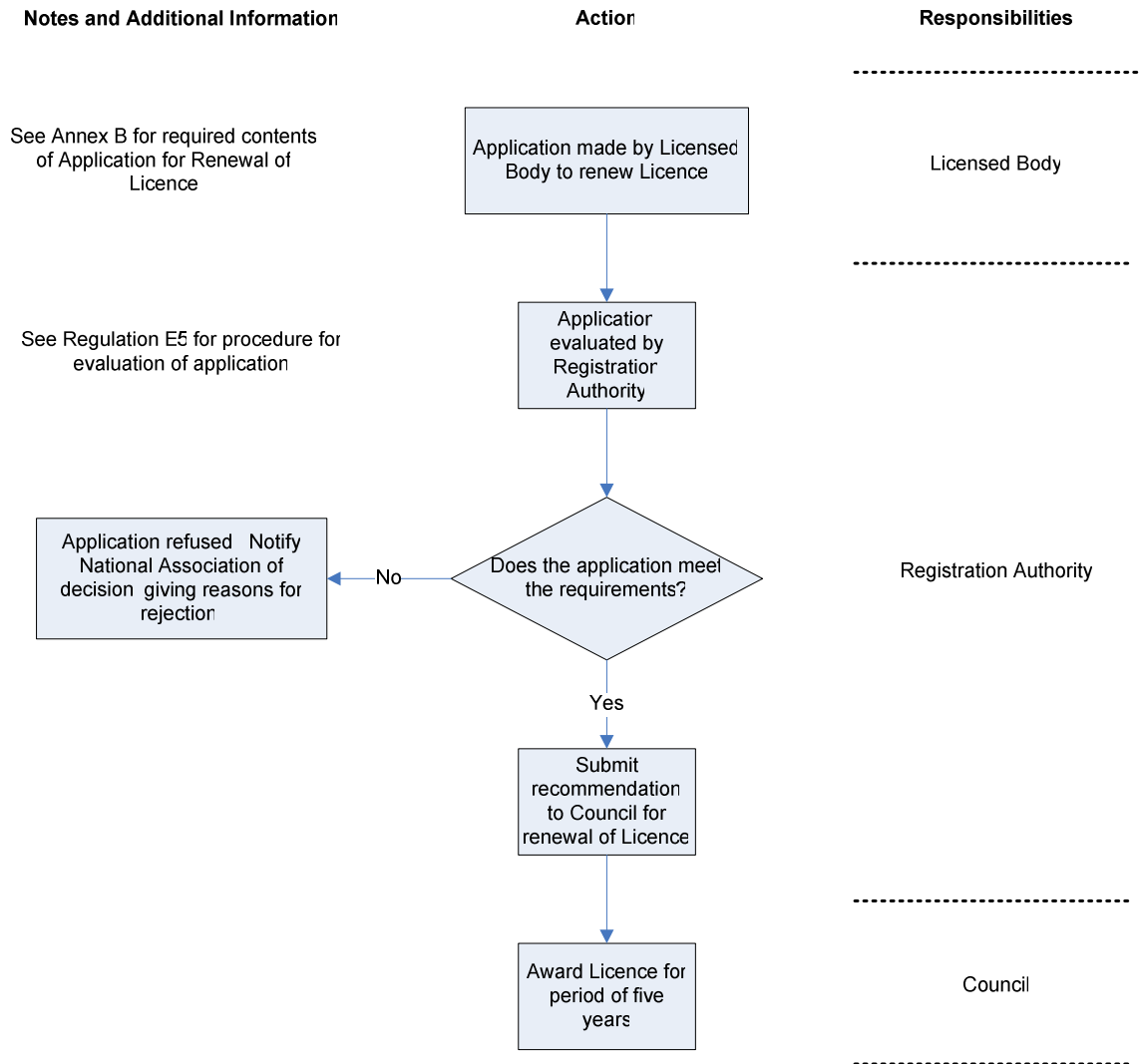
- requirement applies only to National Licensed Bodies;
 - (ii) publish criteria for and accredit courses of study and the educational provisions in them for award of a degree or equivalent qualification in geology or related subjects;
 - (iii) maintain a code of conduct and produce guidance on professional standards;
 - (iv) maintain a register of European Geologists who have their titles administered by the Licensed Body and, for the European Geologists who are on this register;
 - (v) collect subscriptions and dues on behalf of the EFG;
 - (vi) provide, maintain and administer a scheme of Continuing Professional Development (CPD);
 - (vii) carry out an annual review to ensure that CPD records have been submitted and meet the required standard and that subscriptions and dues have been paid. For any European Geologist who is found to be in default (in paying their annual subscription and/or in submitting their CPD records), to delete their name from the register and notify the individual in writing that they are no longer entitled to use the title of European Geologist;
 - (viii) provide, maintain and operate a Grievance and Disciplinary Procedure; and
 - (ix) provide access to individual European Geologist to an appeals machinery against disciplinary actions.
 - (x) provide information in a timely manner to enable the Registration Authority to audit the performance of the Licensed Body;
 - (xi) inform the EFG Board every 3 months via the EFG Office in Brussels, of the number of applications pending;
 - (xii) submit reports to the EFG Council Meetings in a manner as may be specified by Council; and
 - (xiii) promote the European Geologist title to all members of the National Association(s) for which the Licensed Body is responsible.
- 4.1 In the first year that a National Association acts as a National Licensed Body the application fee may be waived with the objective of encouraging members to apply for the title.
- 4.2 The Licensed Body may retain 15% of the annual registration fees. The percentage retained may be increased to 30%, when 30% of the professional membership is registered as European Geologists.
- 4.3 To encourage a National Licensed Body to promote the title the percentage retained may be increased by a further 0.15% for every 1% increase in membership above the 30% minimum.

5 PROCEDURES

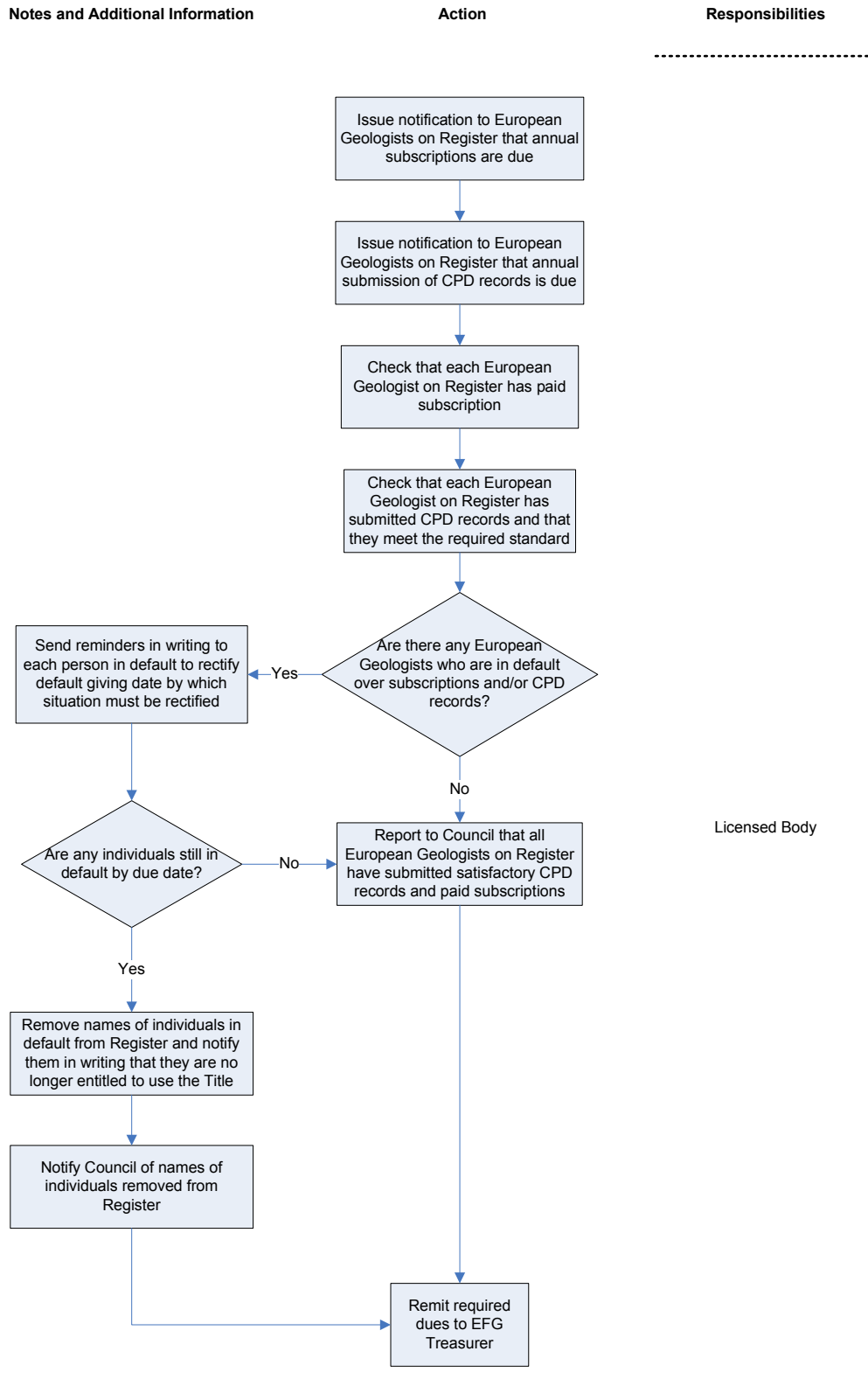
5.1 Application to become a Licensed Body



5.2 Application by a Licensed Body to renew Licence



5.3 Annual Review of European Geologists



6 RECORDS

The Licensed Bodies are responsible for maintaining the following records:

- A register of each European Geologist that the Licensed Body is responsible for maintaining their title, including, name, postal address, CPD records submitted and accepted and record of fees paid.

Annex A

Content of Application to become a Licensed Body

The following documentation shall be submitted in support of an application to become a Licensed Body:

- Full details of the National Vetting Committee(s) for the National Association(s) that the Licensed Body will be responsible for;
- Documents providing 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;
- Evidence of training, audits or other appropriate means used to ensure that the above procedures are being followed;
- Procedures and criteria for accreditation of courses of study and the educational provisions in them for award of a degree or equivalent qualification in geology or related subject;
- Procedures used for validating claims made by applicants regarding qualifications;
- Procedures used for assessing professional experience and current competence claimed by an applicant through inspection of completed application form, professional report and reports from sponsors;
- Procedures for dealing with non-standard applications and to ensure equality of opportunity;
- Procedures for conducting professional interviews;
- Procedures for dealing with candidates who are not recommended for award of the Title;
- Evidence of a documented Code of Conduct and written guidance on professional standards;
- Procedures for dealing with appeals from applicants against refusal of award of the title;
- A Grievance and Disciplinary Procedure to deal with allegations of misconduct;
- Procedures for providing access to European Geologists to appeals machinery against disciplinary actions;
- Procedures for maintaining a register of European Geologists for which the Licensed Body will be responsible for administering;
- A documented scheme of Continuing Professional Development, including procedures for receiving and reviewing annual CPD returns from European Geologists; and
- Procedures for administering the collection of subscriptions and remitting the required dues to the EFG.

Annex B

Content of Application Renew Licence for a Licensed Body

The following information shall be submitted by a Licensed Body in support of an application for renewal of the Licence:

- A report identifying any changes to the procedures or arrangements adopted during the previous five years by the Licensed Body since the Licence was granted or since the Licence was last renewed, whichever is the more recent;
- A report on the operations of the Licensed Body during the five years prior to submission of the application to renew the Licence. The report should include:
 - Number of European Geologists on the Register at the beginning and end of each year during the five year period;
 - Number of applications for award of the title that have been processed on a year-by-year basis;
 - Number of candidates awarded the title and number of applicants rejected on a year-by-year basis;
 - Number of appeals made against refusal to award the title;
 - Number of issues raised under the Grievance and Disciplinary Procedure;
 - Results of the annual review of CPD submissions;
 - Number of individuals, on a year-by-year basis, removed from the Register for non-payment of subscriptions and/or failure to submit a satisfactory CPD record;
 - Details of any issues that have arisen and which have led to a change in the procedures for award of the title.
- Copies of the report of any audits or reviews of the procedures carried out during the five year reporting period. If issues were raised by any of these audits or reviews and actions recommended to be taken to address these issues, a statement should be included in the report to indicate how these issues have been addressed and resolved; and
- A declaration by the Licensed Body that there are no known reasons why the Licence should not be renewed by the EFG Council.