

	<b>FEDERATION EUROPEENNE DES GEOLOGUES</b> <b>EUROPEAN FEDERATION OF GEOLOGISTS</b> <b>FEDERACION EUROPEA DE GEOLOGOS</b>	Number: E5 Issue: Ver 4 Date: June 2010
	<b>REGULATIONS</b>	Approval Authority
	<b>Registration Authority</b>	<b>COUNCIL</b>

## 1 OBJECTIVE

To ensure that a Registration Authority is established and operates to provide Quality Assurance and Quality Control of EFG including the National Vetting Committees and Licensed Bodies and procedures concerned with awarding and maintenance of the title of European Geologist.

## 2 SCOPE

This Regulation covers the actions of Council in appointing a Chairman and members of the Registration Authority and the actions of the Registration Authority in relation to the award of the title of European Geologist.

## 3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

- 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 E4: Licensed Bodies
- Regulation E6: Continuing Professional Development
- Regulation E8: Grievance and Disciplinary Procedures

## 4 ROLE AND RESPONSIBILITY OF THE REGISTRATION AUTHORITY

The Registration Authority shall be appointed by Council and shall comprise:

- (i) A Chairperson; and
- (ii) Not more than two other members.

All members of the Registration Authority shall be European Geologists and at least one member shall be a member of a National Association that is a Licensed Body. Individual members of the Registration Authority shall normally serve up to three terms of two years.

The Chairperson or a member of the Registration Authority shall attend Council Meetings.

The Registration Authority shall:

- (i) inform the EFG Council those National Associations that have established National Vetting Committees in accordance with the requirements of Regulation E3;
- (ii) propose to the EFG Council the establishment of a Licensed Body or the renewal of the licence in accordance with the requirements of Regulation E4;
- (iii) maintain criteria for award of the title of European Geologist. These criteria shall be defined as Regulation E1 and subject to the approval of the EFG Council;
- (iv) maintain criteria for the establishment of a Licensed Body as defined in Regulation E4. These criteria shall be subject to the approval of the EFG

## *European Federation of Geologists – Regulation E5 – Ver 4*

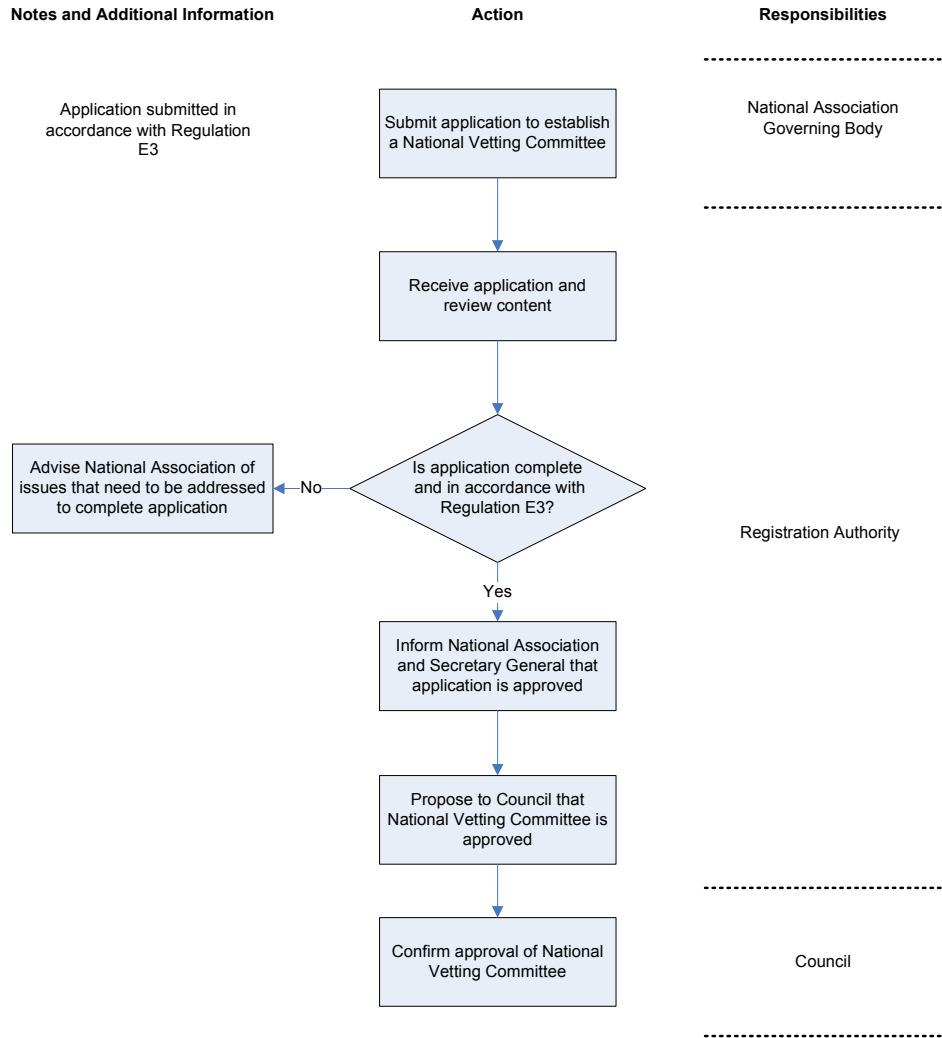
Council;

- (v) carry out audits on National Vetting Committees and Licensed Bodies and report the results of these audits to the EFG Council;
- (vi) require National Vetting Committees and Licensed Bodies to take corrective actions to rectify any deviations from procedures defined in the Regulations that may have been identified by audit;
- (vii) propose to the EFG the disestablishing of any National Vetting Committees or rescinding of the licence of a Licensed Body if corrective actions arising from audits are not progressed or where, in the view of the Registration Authority, procedures as defined in the Regulations are not being followed;
- (viii) receive reports from National Vetting Committees and Licensed Bodies on any matters dealt with under the Grievance and Disciplinary Procedures. Refer matters to the EFG Council that, in the view of the Registration Authority, have not been dealt with in accordance with the Grievance and Disciplinary Procedures; and
- (ix) report to the EFG Council on the activities of the Registration Authority and present this report at EFG Council Meetings.
- (x) monitor activities of the EFG, the Council and the Board for compliance with the procedures set out in the Statutes and Regulations.
- (xi) maintain the Statutes and Regulations and suggest any revisions or amendments that become necessary. These suggestions should be submitted to the Council for approval.
- (xii) keep a watching brief on matters relating to the content and application of the Code of Ethics, including responding to any questions on ethical matters. Where appropriate form a temporary Ethics Committee as a sub-committee of the Registration Authority to consider any such matters.

The Secretary General shall act as Secretary to the Registration Authority.

**5 PROCEDURE**

**5.1 Review of applications from National Associations to establish a National Vetting Committee**



**5.2 Review of applications for establishment of Licensed Bodies**

**Notes and Additional Information**

**Action**

**Responsibilities**

Application must provide all the information listed in Regulation E4, Annex A

Application made by National Association to become a Licensed Body

National Association

Application evaluated by Registration Authority

Application refused. Notify National Association of decision, giving reasons for rejection.

Does the application meet the requirements?

Registration Authority

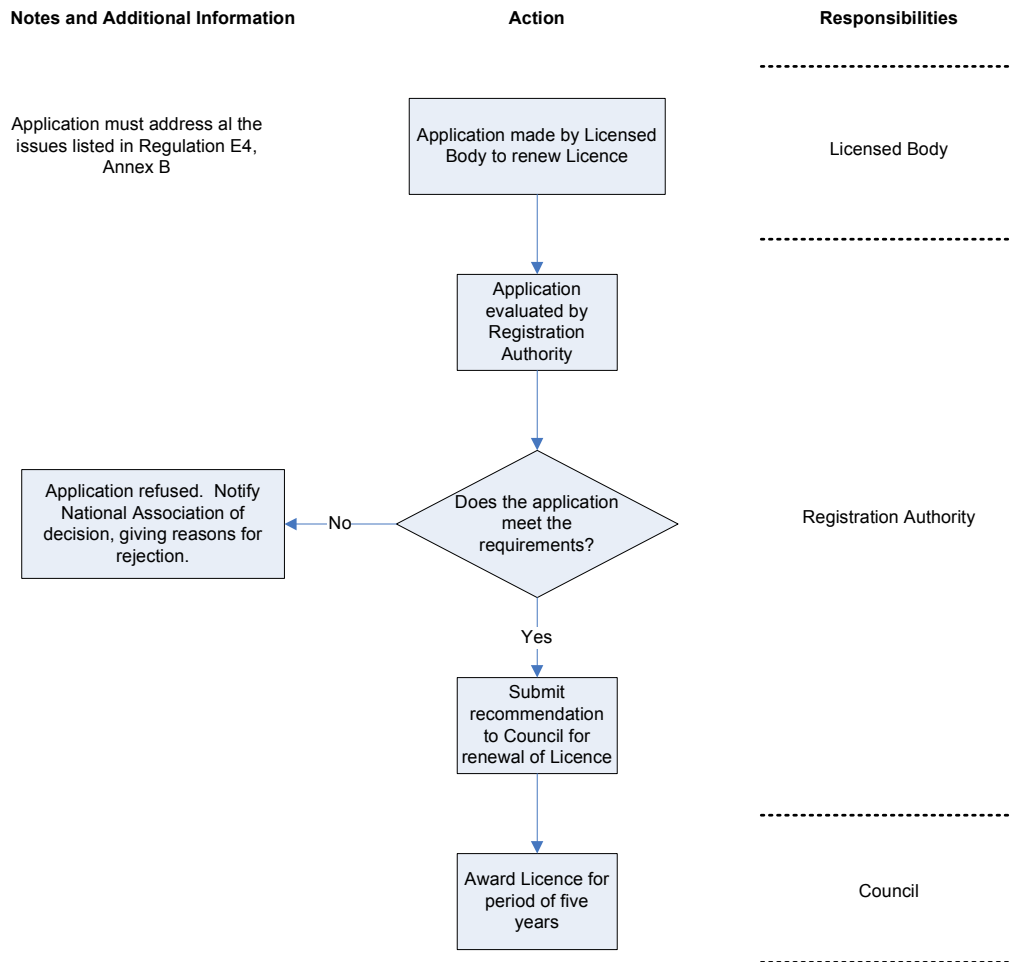
Yes

Submit recommendation to Council for issue of Licence

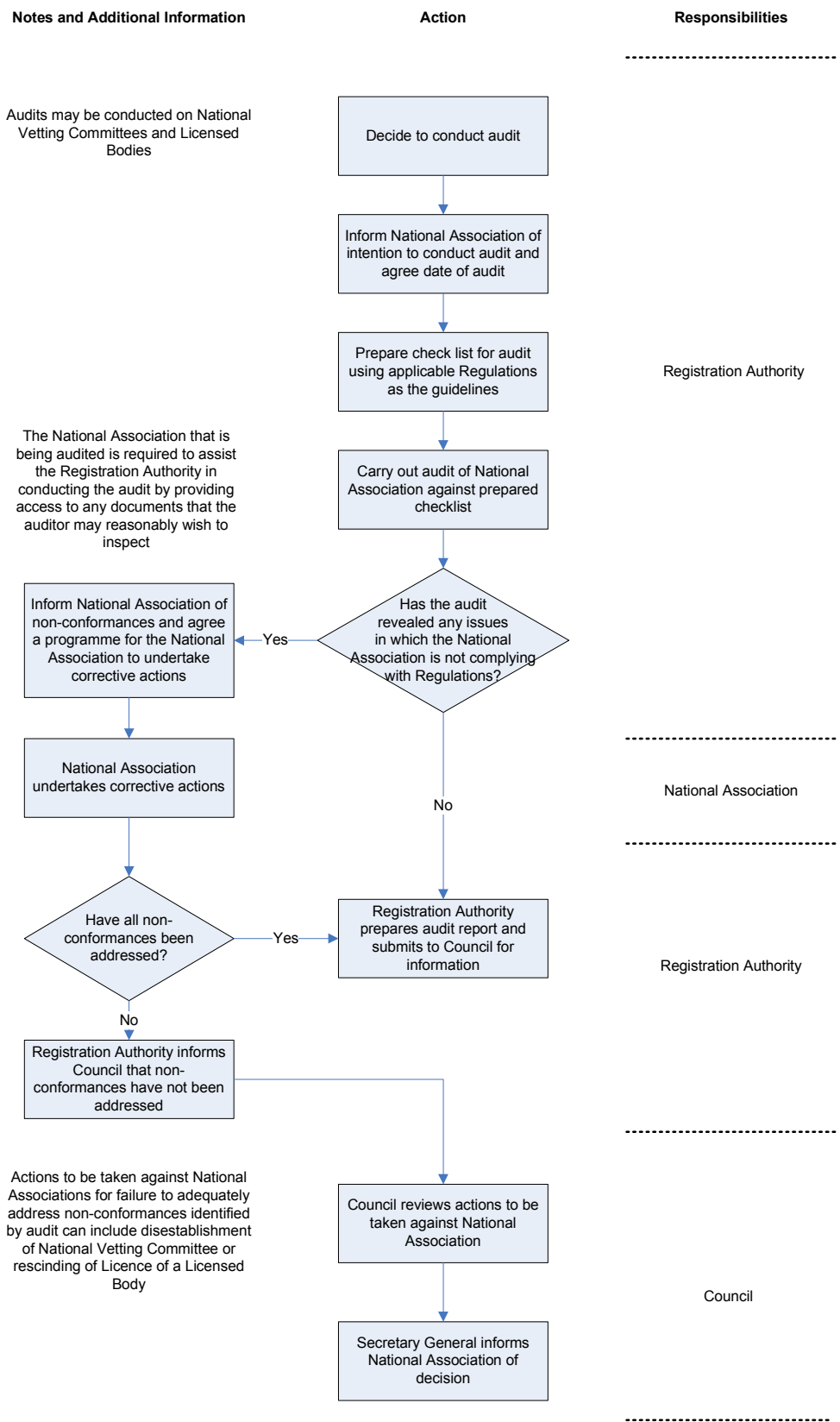
Award Licence for period of five years

Council

### 5.3 Review of applications for renewal of Licence



### 5.4 Conduct of audits on National Vetting Committees and Licensed Bodies



## **6 RECORDS**

The Registration Authority is responsible for maintaining the following records:

- (i) applications received from National Associations to establish National Vetting Committees;
- (ii) applications for establishment of Licensed Bodies or for renewal of licence;
- (iii) a register of National Vetting Committees and Licensed Bodies including dates when they were established, licensed or relicensed.
- (iv) results of audits carried out on National Vetting Committees and Licensed Bodies, including records of actions taken to undertake corrective actions; and
- (v) records of issues referred under the Grievance and Disciplinary Procedures related to applications for award of the title of European Geologist or disciplinary actions taken against European Geologists.