

Professional Accreditation Administration

Administrative Structure

The Council of the Royal Meteorological Society oversees the accreditation scheme and appoints an Accreditation Board to manage it.

The Accreditation Board is also responsible to Council for recommending acceptance or rejection of applicants. It will arrange:

- a. Interviewing Panels (IPs) and Work Place Assessment Panels (WPAPs) as appropriate to examine individual applicants and
- b. A Course Evaluation and Continuous Professional Development Panel (CE/CPD Panel) to examine courses claimed to satisfy the various criteria of the schemes and to audit all CPD returns from CMets and those selected for audit from RMets.

Constitution of the Accreditation Board

- a. The Accreditation Board consists of eight members
- b. The Chairman is an Officer of the Society elected annually by the Society in accordance with the Society By-laws and is a member of Council.
- c. Not more than four members of the Board may be employed by any one employing organisation. The Accreditation Board aims to provide a balance of specialisms among Board appointees which will enable Panels to be selected to best advantage.
- d. The Board has power to co-opt on to any Panel persons who are not members of the Accreditation Board. Membership of the Society is not a prerequisite of co-option.
- e. Board Members are normally appointed for a five-year term. At the discretion of The Accreditation Board, any Board Member may be re-appointed.
- f. If a Board Member retires early or becomes ineligible, a new appointee will be asked to complete the term of office of the person retiring.

Procedures of the Accreditation Board

- a. Five or more Board Members constitute a quorum at Board meetings.
- b. Decisions of the Board put to the vote require a majority of votes cast. In the event of a tie the Chairman is empowered to give an additional casting vote.

Interview Panels/Work Place Assessment Panels (IP/WPAP Panels)

- a. Panels consist of two, occasionally three, members.
- b. Each Panel will be broadly based between the theoretical and applied aspects of meteorology and shall include a member familiar with at least one of the applicant's declared areas of specialisation.
- c. The Accreditation Board will appoint a chairman of each Panel, who may not be a

meteorologist or a member of the Society but who, if not a meteorologist, will be conversant with the requirements for Chartered or Registered status in other scientific disciplines.

- d. Applicants based in the UK who are not already accredited to the standard of CMet in another EU country or those applying for the re-instatement of a suspended CMet accreditation will also normally be asked to attend an interview.

Course Evaluation and Continuous Professional Development Panel (CE/CPD Panel)

- a. The Panel will be responsible, under its chairman, for scrutinising courses claimed to satisfy the academic requirements of the scheme and for the audit of all CPD returns from CMets and representative sample of those from RMets. It will make appropriate recommendations to the Accreditation Board.
- b. The Panel will consist of a minimum of four members.
- c. The Panel will include at least two members experienced in professional training or higher education in meteorology.
- d. A member of the Accreditation Board will be appointed as Chairperson of the Panel.
- e. Recognition of individual courses cited by an applicant as providing the requisite level of academic education and practical training is dependent upon the Panel receiving adequate information from the organisation providing the course, as indicated below. The Panel will take all reasonable steps to obtain the information but, if information has not been received one month in advance of the date for an interview, the Panel will inform the IP of this fact and advise that the interview be delayed.

Procedure for accreditation or re-instatement of accreditation

- a. The appropriate application forms and guidance notes can be obtained from the Royal Meteorological Society. They are available on the Society's web site.
- b. The completed application form, with copies of certificates and the non-returnable evaluation fee where required, should be sent to the Accreditation Officer of the Royal Meteorological Society.
- c. Where academic or professional courses are quoted which are not included in the Society's list of approved courses, the Accreditation Board will ask the organisation responsible for the course to provide the details of their syllabus, timetables, examination papers, methods of assessment and available evidence of external evaluation of the course. This information must be provided in English. If the information is not available in time to assist in the evaluation of the individual application the Board may seek other advice or may delay consideration of the application.
- d. Applications are scrutinised for completeness and relevance and references called for.
- e. Membership of an IP/WPAP is decided in accordance with the guidelines and, once referees' reports are available, an interview or assessment is arranged. In some circumstances the requirement for an interview may be waived, for example if the applicant is already accredited to an equivalent standard to CMet or RMet in another EU country or is applying for re-instatement of a dormant accreditation. If no interview is deemed necessary, the papers are referred to the CPD evaluation panel which will then make a recommendation to the Accreditation Board.
- f. If necessary, applicants are advised of the arrangements for interview and of the composition of the Panel. Applicants for CMet will be asked if they wish to challenge the composition of the Interview Panel. Any such challenge must be registered with the

Accreditation Board through the Chief Executive of the Society within the time period notified to the Applicant.

- g. Following completion of the IP/WPAP, the Panel reports to the Accreditation Board.
- h. The Accreditation Board, acting on all the information received, then awards or declines accreditation for RMet or makes a recommendation to Council for CMet.
- i. RMet applicants are advised of the outcome by the Secretariat. The Board may offer guidance to applicants at this stage on the outcome of the process but 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.
- j. For CMet applicants, Council, at its next meeting, ratifies or amends the Board's recommendations. The Applicant is notified of the outcome by the Secretariat. The Board may offer guidance to applicants at this stage on the outcome of the process but following notification of Council's decision, neither the Board nor its members will enter into any correspondence or communication arising from an unsuccessful application.
- k. Applicants may appeal the Accreditation Board's or Council's decision, as appropriate, by written submission to the President of the Society within two months of notification of the decision. In this event an Appeals Panel consisting of Senior Fellows, past or present Officers of the Society (depending upon the accreditation being challenged) will be convened to review the circumstances and report back to Council, whose decision is then final.
- l. Lists of newly accredited or re-instated Registered and Chartered Meteorologists are published in Society News.
- m. Registers of Registered and Chartered Meteorologists are maintained by the Chief Executive and are published on the Society web site.
- n. Accredited Meteorologists may use the post nominals RMet or CMet provided they continue to meet the requirements of the Society. When concatenated with other qualifications, the order should be, for example: BSc, MSc, PhD, FRMetS, RMet/CMet, as appropriate.

Procedure for renewal

- a. Renewal of accreditation is on an annual basis. The annual renewal fee is indicated on the Society's Annual Subscription form.
- b. At not more than two-yearly intervals from the date of original accreditation fresh evidence will be sought to confirm that the accredited individual continues to merit accreditation. This is done by requiring CMet accredited Fellows and those accredited as RMet to submit a completed self-assessment CPD form for each of the two preceding years. CPD returns for all CMets will be called for by the Society for scrutiny at least once every two years. Those for RMets will be audited on a random sample basis at the same frequency.
- c. It is recognised that at some stages in a professional career, a holder of RMet or CMet may, as a result of a change in their professional responsibilities, find it impossible to maintain the level of CPD necessary for the continuance of their accreditation and be unable to provide an adequate CPD record for scrutiny. In such cases, the Accreditation Board may, on application from the holder, agree to a suspension of the accreditation (dormancy) for a period of not more than five years. During this period, the holder shall pay a reduced annual renewal fee and must maintain a CPD record at a background level but may not use the relevant post-nominal (CMet or RMet). At any time up to the end of this period, any person may apply to have the accreditation re-instated under the provisions of the relevant detailed regulations for accreditation.

- d. Those accredited who retire from active professional meteorology and can no longer submit valid CPD records will have accreditation withdrawn and will no longer be able to use the post-nominals RMet or CMet as the case may be.

Procedure for disciplinary action

- a. If the Society receives a written complaint against an accredited Meteorologist, this will be investigated by the Accreditation Board.
- b. Evidence to be considered includes that from the Meteorologist against whom the complaint is made.
- c. Disciplinary action, including withdrawal of accreditation, is recommended when appropriate by the Accreditation Board to Council which ratifies or amends the recommendation.
- d. Appeal against disciplinary action may be made within two months of the notification of the Council decision. The appeal will be heard by an ad hoc committee of Past Officers of the Society appointed by Council. The committee will review the evidence and report back to Council, whose decision is then final.

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