



INSTITUTE OF ECOLOGY AND ENVIRONMENTAL MANAGEMENT

MEMBERSHIP REGULATIONS: INFORMATION AND ELIGIBILITY

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Benefits of Membership

- ✓ Recognition as a fully qualified and experienced professional working in ecological management of the natural environment (Full Members).
- ✓ Maintenance of professional standards through our Code of Professional Conduct.
- ✓ Free publications including *In Practice - Ecology and Environmental Management* the quarterly IEEM journal, occasional Professional Issues Series, conference proceedings and career guidance.
- ✓ Opportunities for continuing professional development at reduced rates through IEEM's one- and two-day conferences and Professional Development Programme short courses;
- ✓ Participation in the activities of the Geographical Sections.
- ✓ Becoming part of a network of professions from local authorities, Government agencies, industry, environmental consultancies, teaching/research and NGOs.
- ✓ Opportunities to contribute to the development of the profession nationally and locally and to influence policy at the UK and European levels;
- ✓ Advantageous rates for the IEEM Professional Indemnity Insurance Scheme (Fellows, Full and Associate Members only).
- ✓ Entry in the online Commercial Directory (Fellows, Full and Associate Members only).
- ✓ Access to the Members' section of the website – information, CPD, consultations, forum.
- ✓ Advice and support on professional issues, training, education and career development.

Membership Profile

Members of IEEM are people who care about the environment and put this care into practice during their day-to-day work. They are drawn from a wide variety of backgrounds and work in an increasingly broad range of locations and fields: the voluntary sector, NGO's, industry, the statutory agencies, consultancies ranging from large companies to sole traders, higher education research and teaching sectors and local and national government. This unique mix of members makes networking within IEEM a particularly worthwhile and stimulating experience. IEEM members are practitioners in ecology and environmental management and are bound by a strongly held Code of Conduct which brings an ethical dimension to their work. They are also required to maintain and develop their skills through annual Continuing Professional Development. If this appeals to you, IEEM could be your natural professional home.

There are several grades of membership of the Institute. These are Fellow, Full Member, Associate Member, Graduate Member, Student Member, Affiliate Member and Retired Member. Fellows are Full Members designated as Fellows on account of their outstanding contribution to the practice of ecology and environmental management. Full Members with sufficient experience may apply for Chartered status, CEnv. (See information below and Summary Chart).

Eligibility Criteria

1. The purpose behind the criteria is to ensure that:
 - the membership reflects a high level of professional competence and integrity;
 - IEEM members are recognized as professionals in their field by other professions and by organizations whose work impinges on ecology and the natural environment;
 - Fellows, Full and Associate membership – accredited membership – have recognised academic qualifications or vocational equivalents e.g. a successfully examined written statement and peer reviewed professional experience, which are intended to meet proposed European Community standards for further and higher education and are sufficient to qualify IEEM members for future chartered status.
2. 'Environmental management' here means ecological management of the natural environment. Examples of work that does not generally fall within the competence of IEEM are waste management, environmental health, food safety, engineering, landscape architecture and development planning.
3. Applications will only be accepted for the membership category appropriate to an individual's qualifications (e.g. those eligible for Full Membership may not apply for other grades).
4. The regulations listed below are currently correct but Council may amend them from time to time.

Membership Eligibility

Full Membership

Applicants for Full Membership¹ must be currently engaged in or actively seeking professional practice in **ecology or ecological management of the natural environment**.

Academic qualifications and professional experience:

- An honours degree (or equivalent based on EC standards or otherwise approved by the Institute) in a relevant subject² **and** have a minimum of **four** years of relevant post qualification professional experience within the last **ten** years of professional practice as an ecologist or environmental manager at a high level of competence or in research or teaching at graduate level or above); **or**
- An honours degree in a relevant subject² **and** holding a relevant examined qualification representing at least 12 months full time training (e.g. MSc) **and** having at least **three** years relevant post qualification professional experience within the last **ten** years of practice as an ecologist or environmental manager at a high level of competence or in research or teaching at graduate level or above; **or**
- An honours degree in a relevant subject² **and** holding a PhD or equivalent representing at least **three** years full time training **and** having at least **two** years relevant post qualification professional experience within the last ten years of practice as an ecologist or environmental manager at a high level of competence or in research or teaching at graduate level or above; **or**
- A pass degree, ordinary degree or Higher National Diploma in a relevant subject² **and** holding a relevant examined qualification representing at least **12** months full time training (e.g. MSc) **and** having at least **four** years relevant post qualification professional experience within the last **ten** years of practice as an ecologist or environmental manager at a high level of competence or in research or teaching at graduate level or above; **or**

- A relevant examined qualification representing at least **12** months full-time training (e.g. MSc) in a relevant subject² **and** have a minimum of **six** years relevant post qualification experience within the last **ten** years of professional practice as an ecologist or environmental manager at a high level of competence or in research or teaching at graduate level or above; **or**
- A pass degree, ordinary degree or Higher National Diploma or a recognised equivalent in a relevant subject² **and** have a minimum of **six** years within the last **ten** years experience post qualification as an ecologist or environmental manager at a high level of competence **and** having satisfied Council of their understanding of the application of the principles of ecology and environmental management through the submission of a written statement of approximately 1,000 words **and** a detailed CV; **or**
- Insufficient academic qualifications/no relevant qualifications but have a minimum of **eight/ten** years (respectively) of experience within the last **15** years of professional practice as an ecologist or environmental manager at a high level of competence **and** having satisfied Council of their understanding of the application of the principles of ecology and environmental management through the submission of a written statement of approximately 1,000 words **and** a detailed CV. Applicants may be requested to submit an additional example of their work³, and if so will be expected to be enrolled as Associates (if approved) while the written work is being prepared and considered.⁴ **Full members are entitled to use the suffix MIEEM after their name.**

Notes:

- ¹ Those with less than the requisite academic or professional qualifications may apply for Associate or Affiliate membership; once they obtain the requirements for Full membership they should apply for an upgrade. This includes applicants whose experience is limited to survey work. Whilst welcoming applications from candidates specializing in a particular area, IEEM considers that for Full membership there will normally be a requirement to demonstrate proficiency in more than one group and to place surveys in a wider ecological context.
- ² Depending on the **ecological** content, the following degrees might be considered relevant: Ecology, Biological Sciences, Zoology, Botany, Countryside Management, Environmental Sciences, Marine and Freshwater Management, Earth Sciences, Agriculture, Forestry, Geography, Landscape Management.
- ³ A second piece of written work may be required. This might be the submission of material referred to in the statement or further evidence of an understanding of the application of the principles of ecology and environmental management.
- ⁴ The Institute in the first instance will award the level of membership that is considered appropriate to the experience and qualifications of the applicant. Should an additional piece of written work be required to upgrade membership, the applicant should accept the grade offered in the interim.

Associate Membership

Associates must be currently engaged in or actively seeking professional practice in **ecology or ecological management of the natural environment**.

Academic qualifications and professional experience

- An honours degree (or equivalent based on EC standards or otherwise approved by the Institute) in a relevant subject² with or without an additional MSc **and** have a minimum of **two** years relevant post qualification experience within the last **six** years of professional practice as an ecologist or environmental manager at a high level of competence or in research or teaching at graduate level or above; **or**

- An honours degree (or equivalent based on EC standards or otherwise approved by the Institute) in a relevant subject² **and** a PhD **and** have a minimum of **one** year relevant post qualification experience within the last **six** years as an ecologist or environmental manager at a high level of competence or in research or teaching at graduate level or above; **or**
- A pass degree, ordinary degree or a Higher National Diploma in a relevant subject² **and** holding a relevant examined qualification representing at least **12** months full time training (e.g. MSc) **and** have a minimum of **two** years relevant post qualification experience within the last **six** years of professional practice as an ecologist or environmental manager at a high level of competence or in research or teaching at graduate level or above; **or**
- A pass degree, ordinary degree or Higher National Diploma or a recognised equivalent in a relevant subject² **and** having a minimum of **three** years relevant post qualification experience within the last **six** years of professional practice as an ecologist or environmental manager at a high level of competence or in research or teaching at graduate level or above **and** having satisfied Council of their understanding of the application of the principles of ecology and environmental management by the submission of a written statement of approximately 1,000 words; **or**
- A higher degree - MSc or equivalent in a relevant subject² **and** a minimum of **four** years relevant post qualification experience within the last six years of professional practice as an ecologist or environmental manager at a high level of competence or in research or teaching at graduate level or above; **or**
- Other qualifications not included above in a relevant subject² **and** having a minimum of **five** years within the last **ten** years of professional practice as an ecologist or environmental manager at a high level of competence **and** having satisfied Council of their understanding of the application of the principles of ecology and environmental management through the submission of a written statement of approximately 1,000 words **and** a detailed CV; **or**
- No relevant academic qualifications but a minimum of **six** years experience within the last **ten** years of professional practice as an ecologist or environmental manager at a high level of competence **and** having satisfied Council of their understanding of the application of the principles of ecology and environmental management through the submission of a written statement of approximately 1,000 words **and** a detailed CV;

Those with fewer years professional experience than required must accept Graduate or Affiliate membership, whichever is appropriate, while they complete the qualifying period for Associate membership. **Associates are entitled to use the suffix AIEEM after their name.**

Graduate Membership

Graduate Membership is available to all applicants who possess a PhD, MSc, or degree, in a relevant subject² for such time as is necessary to meet the minimum professional experience requirements for Associate Membership. **Graduate members are not entitled to use a suffix.**

Student Membership

Applicants must be engaged in a course leading to an examined degree, HND or equivalent qualification in a relevant subject² **and** where such work occupies more than 50% of their time.

On ceasing to be a student all those wishing to remain members of IEEM should apply for Graduate or Affiliate membership. **Student members are not entitled to use a suffix.**

Affiliate Membership

Affiliates of the Institute are those who have satisfied Council that they have acquired or wish to acquire skills in **ecological** management of the environment (including teaching), but who have insufficient experience of professional practice at a high level of competence and/or lack a relevant qualification in an appropriate course. **Affiliate members are not entitled to use a suffix.**

Retired membership

Retired members are past Fellows, Full or Associate Members of the Institute or those who would have been able to enrol as a member prior to retirement and who have permanently ceased to practise as ecologists or environmental managers. **Retired members may use the suffix FIEEM (rtd), MIEEM (rtd) or AIEEM (rtd), whichever is appropriate.**

General Information

1. **Constitution** - all members are required to abide by and respect the Institute's Constitution. The liability of members is limited to £1.00.
2. **Code of Professional Conduct** - all applicants must sign a declaration that they have practised and will continue to do so in accordance with the code. Admission to the Institute may be refused if clear evidence exists that an applicant has a record of non compliance.
3. **Continuing Professional Development** – Fellows, Full, Associate and Graduate Members must fulfil any current requirements.
4. **Sponsors** – sponsors cannot be related to the applicant. Two sponsors are required for Associate membership and above and at least one should be a member of IEEM (preferably Full member). The second sponsor should also be a member or if this is not possible, a member of a similar Institute, or a professional colleague. Exceptionally two non-member sponsors as described above may be acceptable. Sponsors who are not members of IEEM will be asked to complete a more detailed assessment of the applicant's suitability. MAC may also request testimonials from sponsors who are members if they require further information.
5. **Voluntary work** - MAC will consider applications for the Graduate and Affiliate categories from those who are unemployed but in relevant voluntary work that is of a regular and responsible nature using the applicant's skills as an ecologist and ecological manager. Applications should include a letter which fully describes such work and a signed statement of verification from a suitable representative.
6. **Research work** - research work included in higher degrees may, at the discretion of the MAC, be counted towards the experience of applicants (normally a maximum of one year for a PhD).
7. **Unemployment** - individuals who are unemployed but who otherwise meet the appropriate entry criteria may apply for membership to the Full, Associate or Graduate grades, providing they are actively seeking relevant work. **(This should be stated clearly in the application.)** Membership at the Full, Associate and Graduate grades will lapse if a member fails to enter relevant paid employment within two years in which case Affiliate membership may be applied for.
8. **Deferral of subscription fees** - if a member is unable to renew the membership subscription because of unemployment or financial circumstances, an application for deferral of payment can be made for that year, and exceptionally extended for the following year only, provided that all arrears are paid upon gaining employment and within one year of expiry of the deferral. All conditions of membership will otherwise continue to apply.

Membership Subscription Rates

Full	£130 p.a. (£80 outside UK)
Associate	£95 p.a. (£55 outside UK)
Affiliate	£50
Graduate	£50
Retired	£50
Student	£20

Membership subscriptions are tax exempt (Inland Revenue reference SAPP/T1644/37/1991).

Membership fees are due on 1st October annually. Members admitted in July, August or September are entitled to membership until 30th September of the following year. Existing members will be invoiced annually for their renewal premiums. Subscriptions for Full and Associate membership paid by direct Debit (excludes initial joining fee) are collected in two instalments in October and March/April. Affiliate, Graduate and Retired Members' subscriptions paid by Direct Debit are collected in one instalment in October. Students may not pay by Direct Debit.

Membership Application Procedures

General Guidance

1. The Membership Admissions Committee (MAC) is a sub-committee of Council authorised to vet applications for membership: final approval of applicants is made on the recommendation of the MAC to Council.
2. Applications for Full and Associate membership take a minimum of **two** months (more normally between **three** and **four** months) from application to determination. This is related not only to the assessment procedure but to the meetings cycles of the MAC and to the copy and publication dates of the IEEM Bulletin or other communications as may be appropriate in which all Full and Associate applicants are listed.
3. The procedures are operated with the aim of keeping the time required to a minimum but no candidate for Full or Associate membership can be admitted without having had their name advertised in the bulletin or other communications as may be appropriate and their fully completed application considered by the MAC.

Application Processing

1. Application received at IEEM office and acknowledged.
2. Details checked to ensure the applicant has provided sufficient information.
3. The onus is on the applicant to provide sufficient information to allow the Membership Admissions Committee to judge both the qualifications and experience. Applicants who have not provided sufficient information are requested to submit further details.
4. Student, Graduate and Affiliate members are admitted on receipt providing eligibility criteria are met. (Any queries regarding Graduates will be reviewed by the MAC.)
5. Each application for Full and Associate membership is copied to at least three members of MAC.

6. These members of the MAC examine each application independently and report their decisions.
7. Applicants' names (Full members and Associates) are published at the first opportunity in the IEEM journal, *In Practice* and in the E-newsletter. Admission is subject to no objection being received in writing from any member as to the candidate's suitability for admission within thirty days of publication and by writing to the IEEM office.
8. Any objection including any from Council members is fully considered by the MAC and where this involves allegations of failure to comply with the Code of Professional Conduct, a special panel of the Professional Affairs Committee may be convened to consider the matter and recommend appropriate action.
9. The decisions of the MAC are collated.
10. Candidates who have been unanimously approved by the MAC are then admitted and sent certificates and other relevant material.
11. Candidates who have not been unanimously approved by the MAC at the grade for which they applied are discussed at the next MAC meeting and the appropriate course of action decided. This may mean that further information is required, particularly if the application is unclear. MAC may also decide to offer membership at a different grade. Candidates are then notified of the result of the MAC decision, which is subject to a further right of appeal.
12. Where membership is offered at a grade different from that for which he/she applied, a financial adjustment will be made. Should the application be withdrawn or if the candidate refuses to accept the MAC decision, the subscription is returned less £20.00 (plus VAT) administration fee.

Summary of Skills and Experience – Additional Guidance

Professional Competence

In the 'Summary of Skills and Experience' form IEEM is asking you to provide evidence that demonstrates your professional competence (as if asked by a peer review panel). Below are examples of the types of responses we are seeking. The list is not exhaustive but includes examples which IEEM Members should be able to demonstrate. Not all examples will apply to all applicants.

Specific Skills (You should be able to...)

Identification skills

- identify species from a given habitat
- identify species using taxonomic keys (if required)
- suggest which organisms might be found in a given habitat

Survey and monitoring techniques

- identify ecological survey techniques and sampling methods to investigate a habitat or species
- estimate the frequency of occurrence of habitats and species at different scales using appropriate methods (if required)

Analysis and interpretation of results

- provide a brief overview of the methods used to analyse the results (including any statistical analyses)
- recognise the inter-relationship between the parameters being surveyed or monitored, if appropriate
- describe how the results of the survey or monitoring might inform the future management of the habitat

Broader Work Related Skills

Work related skills (this might include for example...)

- prepare management plans;
- negotiate improvements to land use;
- protect the environment through legal enforcement;
- organise environmental projects;
- work with, and consult, the local community;
- organise and lead the work of volunteers; and/or
- undertake practical conservation tasks.

Communications

- present the results of your work in reports and /or orally or in scientific papers; and/or
- contribute to interpretive planning.

Management role at work

- support the efficient use of resources;
- contribute to the selection of personnel for activities;
- lead teams and/or individuals;
- provide information to support decision making; and/or
- health and safety in the workplace;

Advancement of knowledge to society at large

- present the results of your work in reports and /or orally or in scientific papers; and/or
- organise environmental projects.

Responsibilities

What positions both paid and voluntary you have undertaken? What roles have you been given?

Application of Legislation and Guidelines

You should be able to explain and describe the legislation that relates to your work within the structure and function of national government, including local government.

- The legislative framework:
 - Environmental Impact Assessment;
 - Environmental Legislation;
 - Environmental Directives;
 - Rights of Way/Access;
 - Wildlife Legislation; and
 - Planning.
- Biodiversity; and
- Sustainability.

Continuing Professional Development (CPD)

As a Full Member of the Institute you should recognise that CPD is required to keep up to date in all aspects of your work. You should also be able to identify how you would like your career to progress and what training will be required to achieve the next steps in your career.

Guidance for Those Required to Submit a Statement

The Statement should be approximately 1,000 words demonstrating your understanding of, and how you have applied, the principles of ecology and environmental management with reference to your work. The following should be demonstrated:

Underpinning Knowledge: knowledge of ecology and ecological principles, biodiversity and conservation, habitat and environmental management in the field (e.g. identification) and at the desk (e.g. statistics).

Underpinning Skill: level and range of ecological skills or techniques, any innovations, thoroughness.

Standards of Planning and Organisation: how work is planned and organised.

Have any new initiatives been used for certain tasks? How much of the work is of a repetitive nature?

Evaluation of Results: how work is evaluated and interpreted. How problems have been perceived and solved.

Communication: ability to write clear, concise and orderly reports, to give clear verbal presentations and discuss work convincingly and dispassionately. Indicate the type and number of reports, papers or other publications.

Management: if responsible for management, explain what this entails and the proportion of time typically spent on:

- i. staff-supervisory responsibilities;
- ii. work involving the application of ecology/ecological Management; and
- iii. work involving no ecology/ecological management input. Indicate the academic level of subordinates.

Continuing Professional Development: what CPD has been undertaken and how this has been applied to work completed or envisaged in future.

Membership Levels: Summary Chart

(Please Also Read the Detailed Regulations)

LEVEL	Qualification	Experience within last 10 years	Additional Requirements
FULL	BSc (Hons)	4	
	BSc(Hons) + MSc	3	
	BSc (Hons) + PhD	2	
	MSc + BSc(Pass/Ord) or HND	4	
	MSc	6	
	BSc (Pass, Ord) or HND	6	Detailed CV + written statement
		Experience in last 15 yrs	
	Insufficient qualifications	8	Detailed CV + written statement*
	No relevant qualifications	10	Detailed CV + written statement*
ASSOCIATE		Experience in last 6 yrs	
	BSc (Hons)	2	
	MSc + BSc (Hons/Pass/Ord)	2	
	PhD + BSc	1	
	BSc (Pass/Ord) or HND	3	Detailed CV + written statement
	MSc	4	
		Experience in last 10 yrs	
	Insufficient qualifications	5	Detailed CV + written statement
	No relevant qualifications	6	Detailed CV + written statement
GRADUATE	Relevant Degree/MSc/PhD		
AFFILIATE	Lesser qualification non-related or no qualification	Less than 5 years	
		Less than 6 years	
STUDENT	Ongoing study in relevant degree/HND	Not in full time employment	

NB.

For applicants with degrees, years experience means post-qualification. Part-time is counted pro-rata.

**For applicants with insufficient or no relevant qualifications a further piece of written work may be requested by the Admissions Committee.*