

Associate Body Practice Direction

This document sets out the criteria to be fulfilled and processes necessary for becoming an Associate Body

Edition 1 | January 2024

Table of Contents

- Table of Contents 1
- Edition Control..... 2
- Definitions/List of Acronyms 3
- 1 Introduction 7
- 2 Criteria..... 8
 - 2.1 Associate Body Membership 8
 - 2.2 Requirements for an AB to offer Registration(s) 9
- 3 Associate Body Application and Review 10
- 4 Reviews 11
 - 4.1 Interim Review 11
 - 4.2 Renewal Review 11
- 5 Fees 13
- 6 Application Form 14
- 7 Registration Agreement Template 16
- Contact Details 23

The Associate Body Practice Direction is one of a series of Practice Directions which has been approved by the Board of the Society. All developments and amendments will also be approved by the Board.

Edition Control

Version	Revision date	Notes
Edition 1	January 2024	Original version

Definitions/List of Acronyms

In this Practice Direction, the terms below have the meanings listed against them, and are shown in **bold type** throughout the document.

Appeal Panel	Three members of the Registration Authority appointed to consider appeals against a Licensed Member's conduct of an assessment process.
Assessment sheet	The official record of the outcome of an assessment drawn up by the Assessors.
Assessors	Two Chartered Environmentalists appointed to assess CEnv candidates through the assessment process.
Associate Body (AB)	An Associate Body is a not-for-profit organisation, professional body or learned society who wish to be associated with SocEnv, but may not wish to obtain their own licence to award CEnv, REnvP and/or REnvTech.
Bespoke Route	A Registration Authority approved variation of the Professional Review Interview Route.
Board	The governing body of the Society for the Environment , howsoever known.
Code of Professional Conduct	The Code of Professional Conduct of the Society for the Environment set out in relevant sections of the Chartered Environmentalist, Registered Environmental Practitioner or Registered Environmental Technician Practice Direction.
Competences	The competences, as set by the Society for the Environment, interpreted by the Licensed Member, and agreed with the Society for the Environment, that an applicant must demonstrate to be registered as a Chartered

Document/Rev No	1	Page	3
Uncontrolled Copy	✓	Controlled Copy	Rev Date January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

	Environmentalists, Registered Environmental Practitioner or Registered Environmental Technician. Generic versions are set out in the Appendix of the relevant Practice Direction
Eligible Organisation	An organisation that is eligible to become an Associate Body of SocEnv because it meets the Eligibility Criteria
Eligibility Criteria	The criteria specified in Section 2 of this Practice Direction.
Final Appeal	An appeal against a determination of the Registration Authority dismissing an appeal against a Licensed Member's conduct of an assessment.
Final appeal panel	Three members of the Board appointed to hear a final appeal
Investigation Committee	A committee comprising the Society for the Environment's Chair and the Chief Executive Officer appointed to consider a final appeal and make recommendations to the Board .
ISO 19011:2018	Provides guidance on auditing management systems, including the principles of auditing, managing an audit programme, and conducting management system audits.
Joint Membership	A requirement which may require an AB member to become a member of the LM
Licensed Member (LM)	A professional institution or association that has been licensed by the Registration Authority to register its members as Chartered Environmentalists, Registered Environmental Practitioner and/or Registered Environmental Technicians

Document/Rev No	1	Page	4
Uncontrolled Copy	✓	Controlled Copy	Rev Date
			January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

Parties	In terms of a Registration Agreement Party 1 is a LM and Party 2 is an AB
Practice Direction	A document approved by the Board which contains the eligibility criteria and standards for becoming a Member Body, Licensed Member, Associate Body, or Registrant.
Professional Review Panel (PR Panel)	A panel comprising at least two suitably trained Society for the Environment registrants at the same or higher level of registration as that sought by the candidate. A Licensed Member may invite a suitably trained Society for the Environment registrant from another Licensed Member to be a member of the Professional Review Panel .
Professional Review Interview	The interview that forms part of the process of assessing applicants for registration
Professional Review Process	The whole process of peer review enabling an applicant to join the AB, defined in Chartered Environmentalist Practice Direction (CEnvPD) and in the Membership Rules of the AB
Registrant	An individual person who is registered via the AB at any of the grades with SocEnv.
Registration Agreement	The formal agreement signed by both parties, approved by the Board on the advice of the Registration Authority, which sets out the controls which must be in place in order to ensure that Registrants are of the required standard.
Registration Authority	The part of the Society for the Environment that exercises the powers of registration allotted to it by the Society's Royal Charter.

Document/Rev No	1	Page	5
Uncontrolled Copy	✓	Controlled Copy	Rev Date January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

Registration Panel	A LM panel appointed to carry out assessment of applications from AB members wishing to achieve appropriate registration grades with The Society for the Environment. The Panels responsibilities include marking applications for registration, conducting pre-PRI assessments and conducting Professional Review Interviews.
Reinstatement window	The period of three years following leaving the register during which someone can be reinstated without further assessment or interview.
Route	The route to registration provided for under CEnv and REnvP Practice Directions, namely the Professional Review Interview route .
Society for the Environment	The body established by Royal Charter in 2004 to promote the advancement of, the dissemination of, knowledge of and education in good environmental practice for the public benefit, and which licences bodies to assess and register Chartered Environmentalists, Registered Environmental Practitioners, and/or Registered Environmental Technicians.

Document/Rev No	1	Page	6
Uncontrolled Copy	✓	Controlled Copy	Rev Date January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

List of Acronyms

- AB – Associate Body
- ABPD – Associate Body Practice Direction
- CEnv - Chartered Environmentalist
- CPD - Continuing Professional Development
- LM - Licensed Member
- MB - Member Body
- PD - Practice Direction
- PR Panel - Professional Review Panel
- PRI - Professional review interview
- REnvP - Registered Environmental Practitioner
- REnvTech - Registered Environmental Technician
- RA - Registration Authority
- SocEnv - Society for the Environment

1 Introduction

SocEnv is an independent umbrella body with an overall aim, set out in its Royal Charter, to promote the advancement of, the dissemination of, knowledge of, and education in good environmental practice for the public benefit.

This is one of five Practice Directions: Associate Body Practice Direction (ABPD), Licensed Member Practice Direction (LMPD), Chartered Environmentalist Practice Direction (CEnvPD), Registered Environmental Practitioner (REnvPPD) and the Registered Environmental Technician Practice Direction (REnvTechPD) which set out the criteria to be fulfilled and processes necessary for becoming an Associate Body or Member Body of SocEnv, before progressing to become a Licensed

Document/Rev No	1	Page	7
Uncontrolled Copy	✓	Controlled Copy	Rev Date
			January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

Member. A SocEnv Licensed Member is granted the authority to award the titles of CEnv, REnvP and/or REnvTech to their suitably qualified members.

Becoming an AB allows the organisation to be part of the SocEnv family. Their staff and relevant management volunteers can attend SocEnv workshops, and their members can attend our events. An AB can also get involved in SocEnv policy initiatives and be associated with the work and aims of SocEnv.

An AB may progress to become a Member Body (MB) and then a Licenced Member (LM), with its own licence. An AB may enter into a Registration Agreement with any existing LM.

The purpose of this document is to provide guidance on criteria and procedures for Associate Body (AB) application. Associate Bodies (ABs) are not-for-profit organisations, professional bodies or learned societies who wish to be associated with SocEnv, but do not currently wish to obtain their own licence to award CEnv, REnvP and/or REnvTech.

Blank application forms are included within this document together with details of the required criteria and the supporting documentation that a prospective body will be expected to present when making an application.

2 Criteria

2.1 Associate Body Membership

An AB is a eligible organisation which joins SocEnv who does not yet aspire to be issued a licence to award CEnv, REnvP and/or REnvTech. To become an AB, an organisation must fulfil all the criteria below:

2.1.1 be able to articulate why they want to join SocEnv

2.1.2 be a not-for-profit organisation, professional body or learned society

2.1.3 have aims, objectives and practices in line with the objectives of the SocEnv

Document/Rev No	1	Page	8
Uncontrolled Copy	✓	Controlled Copy	Rev Date January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

2.1.4 be able to demonstrate support/intention to support the vision and values of the SocEnv

2.1.5 be able to demonstrate they have environmental management and sustainability incorporated into activities and operations; and

2.1.6 be financially sound.

2.2 Requirements for an AB to offer Registration(s)

2.2.1 An AB may offer a route to registration for its own members via a formal agreement with a LM who shall ensure compliance with SocEnv licencing requirements. See appendix 1 for Registration Agreement template.

2.2.2 The formal Registration Agreement shall be signed by both parties, approved by the SocEnv Board on the advice of the RA, and shall set out the controls which must be in place in order to ensure that Registrants are of the required standard. It should include at least the following provisions:

2.2.2.1 The LM shall ensure compliance with SocEnv requirements; assist with relevant training; monitor the process at least annually and pay the appropriate registration fees to SocEnv

2.2.2.2 The LM shall establish with the AB, administrative and recording processes ensuring that suitably qualified and trained Registrants are involved in the assessment and interview of candidates;

2.2.2.3 The AB shall ensure that suitable CPD opportunities are available

Document/Rev No	1	Page	9
Uncontrolled Copy	✓	Controlled Copy	Rev Date January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

2.2.2.4 Any requirement which may require an AB member to become a member of the LM.

2.2.2.5. The agreement must have the SocEnv Board approval and the RA shall review the processes at least after the first year and then at least every 5 years. (See 4.1)

2.2.2.6. The AB fee requirement will be the same whether an AB has a Registration Agreement or not.

3 Associate Body Application and Review

To become an AB, an Eligible Organisation needs to complete an application form and supply evidence that it meets the criteria detailed in 2.1 above and be committed to living within environmental limits and promoting sustainable development. A review will be undertaken to verify that the applicant meets the criteria for becoming an AB.

A Desk-Based Review will be conducted under normal quality assurance procedures following the principles of **ISO 19011:2018** by a panel consisting of two reviewers appointed by the Society, and the Society's staff acting as secretariat. The review will include the examination of documents included in their application, and a report of findings.

A report will be made to the Board for a decision on whether to allow the applicant to become an AB. The RA will approve the Registration Agreement if applicable.

Document/Rev No	1			Page	10
Uncontrolled Copy	✓	Controlled Copy		Rev Date	January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

4 Reviews

4.1 Interim Review

Where a registration agreement exists an interim review of processes will take place at least after the first year of the agreement. The interim review will be undertaken by a panel consisting of two reviewers appointed by SocEnv with SocEnv staff acting as secretariat. The panel will review progress of the Professional Review Process to ensure that procedures are being carried out in accordance with the requirements of SocEnv. If applicable, as part of this process, the reviewer(s) may request an opportunity to attend a Professional Review Interview as observer(s). The RA may call for an interim review at any time during the life of a registration agreement if it feels standard licence conditions have not been met.

4.2 Renewal Review

Up to five years after commencement of Registration Agreement operation, the Registration Agreement will be due for renewal. At that stage, a full review will be carried out by a panel consisting of two reviewers appointed by the Society, and the Society's staff acting as secretariat.

This review will have the primary function of examining the AB and LM to ensure that standards are being maintained for the award of the CEnv, REnvP and/or REnvTech qualifications and that all other specified criteria of the Registration Agreement are still being fulfilled. The procedure will be as generally described for the interim review but with an emphasis on CEnv, REnvP and/or REnvTech records rather than on the systems themselves.

There are three possible outcomes from the Renewal review, namely:

- to renew the Registration Agreement;
- to suspend the Registration Agreement; or
- to withdraw the Registration Agreement.

The RA will approve:

Document/Rev No	1	Page	11
Uncontrolled Copy	✓	Controlled Copy	Rev Date January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

1. the renewal of a Registration Agreement where in its opinion no major non-conformances were found during the review.
2. the renewal of a Registration Agreement subject to the fulfilment of certain conditions where in its opinion non-conformances have been found during the review but these non-conformances can be eliminated from the system by the next RA.
3. not renewing a Registration Agreement where in its opinion non-conformances have been found during the review which cannot be eliminated from the system by the next RA. In this situation the LM/AB will be encouraged eliminate the non-conformances within the designated timescale.

The RA will renew a Registration Agreement for up to five years where in its opinion the LM/AB has fulfilled the requirements of the RA, with only such non-conformances that have not resulted in and will not result in the incorrect award of the CEnv/REnvP/REnvTech qualification, and if such non-conformances and conditional recommendations can be eliminated from the system by the next RA. Non-conformances and conditional recommendations following the review should be addressed and observations made by the reviewers should be considered within the designated timescale.

The RA will suspend the Registration Agreement of a LM/AB where in its opinion such body has non-conformances in its system of such magnitude that the body is liable to misapply the standard of CEnv/REnvP/REnvTech. The LM/AB will be required to respond within a designated timescale and be given every opportunity to address the non-conformances. However, the Registration Agreement will remain suspended until such a time as the non-conformances resulting in the suspension have been corrected.

If the reviewers believe that such a suspension could be for longer than six months in duration, then the RA should consider the withdrawal of the Registration Agreement. The LM/AB will be required to inform the RA in writing of the changes that have been made to comply.

The RA may grant the Registration Agreement based on that information or it may require that a second review of the LM/AB be conducted before deciding. If the RA decides to hold a second review, such review should be carried out within two months of the LM/AB informing the RA of the changes made. Any remaining non-conformances must be addressed, and observations made by the reviewers considered.

Document/Rev No	1			Page	12
Uncontrolled Copy	✓	Controlled Copy		Rev Date	January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

The RA will withdraw the Registration Agreement from a LM/AB where in its opinion one or more serious non-conformances have been found during the review and these non-conformances have or could result in the misapplication of the award or maintenance of the CEnv, REnvP or REnvTech qualification. The RA will inform the LM/AB of its decision and will inform the Board to whom the LM/AB may appeal, pursuant to Bye Law 60. If the RA decision is appealed, the licence will be suspended from the date of the letter informing the LM/AB of the RA decision until the date of the final decision of the Board.

For the avoidance of doubt a licence renewal is dated from the date of the relevant RA decision.

5 Fees

ABs must pay the relevant fees applicable at the time and the appropriate annual fee thereafter.

Document/Rev No	1			Page	13
Uncontrolled Copy	✓	Controlled Copy		Rev Date	January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

6 Application Form

Associate Body Application Form – please complete Part A, and if you require a Registration Agreement also complete Part B

PART A

Name of Organisation _____

Address _____

Tel No. _____

E-mail Address _____

Key Contacts: Please include CEO or equivalent

1. _____ Title _____
 E-mail _____ Tel. _____

2. _____ Title _____
 E-mail _____ Tel. _____

Signed _____ Name _____

Date _____

On behalf of: _____

PLEASE COMPLETE EACH OF THE FOLLOWING SECTIONS IN SUPPORT OF YOUR APPLICATION. SUGGESTIONS FOR SUPPORTING DOCUMENTS ARE INCLUDED IN THE FORM BELOW AND YOU WILL NEED TO INCLUDE A REFERENCE TO THESE WITHIN YOUR APPLICATION

Document/Rev No	1	Page	14
Uncontrolled Copy	✓	Controlled Copy	Rev Date
			January 2024

CRITERIA	GUIDANCE	SUGGESTIONS FOR SUPPORTING DOCUMENTS
To be an Associate Body you should satisfy the following criteria:		
1. be able to articulate why you want to join the Society for the Environment	Describe the benefit to your members	
2. be a not-for-profit organisation, professional body or learned society	Short history of the organisation and legal status	Terms of incorporation
3. have aims, objectives and practices acceptable to the Society for the Environment	List of aims, objectives and practices related to sustainability and the environment	Internal policy documents, procedures, byelaws etc
4. be able to demonstrate support/intention to support the vision and values of the Society for the Environment;	Brief statement of how you intend to support SocEnv	
5. have environmental management and sustainability incorporated into activities and operations	Environmental Policy	Audit documentation
6. be financially sound	Brief statement of financial stability	Audited/Reviewed accounts for the past 5 years

Signed _____ Name _____

Date _____

On behalf of: _____

PART B

Please tick the appropriate box for the qualifications the Registration Agreement will apply to:

Chartered Environmentalist

Registered Environmental Practitioner

Registered Environmental Technician

Please email application forms to: operations@socenv.org.uk

Document/Rev No	1	Page	15
Uncontrolled Copy	<input checked="" type="checkbox"/>	Controlled Copy	<input type="checkbox"/>
		Rev Date	January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

7 Registration Agreement Template

Registration Agreement between Party 1 and Party 2

This Agreement is made on _____

Between

- (1) **(Party 1; the Licensed Member LM), a company limited by guarantee and incorporated under the laws of England registration number xxxxxxx, also a charity registration number xxxxx having its registered office at add address and is a Licensed Member, licensed by Society for the Environment).**
- (2) **(Party 2; the Associate Body AB)**

Whereas

- (a) The Party 1 has been incorporated:
- (i) To improve and elevate the technical and general understanding, knowledge, skill, and competence of persons engaged or desiring to be engaged in add sector or in any related employment, and the integrity and repute of the profession thereof;
 - (ii) To promote and encourage the advancement of science, technology and practice, and inventions and improvements, in the field of add sector and any other related branches of add sector, and the

Document/Rev No	1	Page	16
Uncontrolled Copy	✓	Controlled Copy	Rev Date January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

dissemination and exchange of ideas, information and knowledge thereof; and is Licensed Member licensed by Society for the Environment

- (b) Party 2 wishes to agree with Party 1 that Party 1 will approve company training and grading schemes to be the demonstration of competence for Professional Review Route applications and to process individual applications for registration with Society for the Environment and where appropriate register members of Party 2 on the Society for the Environment’s register of Chartered Environmentalists, Registered Environmental Practitioners and Registered Environmental Technicians.

Outside the remit of these approved company schemes, Party 2 also wishes to put forward to the registration panel individual applications of Party 1 for registration via professional review routes.

Now it is hereby agreed as follows:

1. Definitions and Interpretation

Definitions: In this Agreement, unless the subject or context otherwise requires, the following words and expressions shall have the following meanings:

“CEnv” - the grade of registration as a Chartered Environmentalist and the post nominal used by Chartered Environmentalists.

“Chartered Environmentalist” - those persons who are included on Society for the Environment’s register of Chartered Environmentalists.

“Society for the Environment” – (SocEnv) The body established by Royal Charter in 2004 to promote the advancement of, the dissemination of, knowledge of and education in good environmental practice for the public benefit, and which licences bodies to assess and register Chartered Environmentalists (CEnv),

Document/Rev No	1	Page	17
Uncontrolled Copy	✓	Controlled Copy	Rev Date January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

Registered Environmental Practitioners (REnvP) and Registered Environmental Technicians (REnvTech).

“Registered Environmental Technician” - those persons who are included on the Society for the Environment’s register of Registered Environmental Technicians.

“REnvTech” - the grade of registration as a Registered Environmental Technician and the post nominal used by Registered Environmental Technicians.

“REnvP” - the grade of registration as Registered Environmental Practitioner and the post nominal used by Registered Environmental Practitioners.

“Registered Environmental Practitioners” - those persons who are included on Society for the Environment’s register of Registered Environmental Practitioners

“Licensed Member” - A membership organisation which is licensed by the Society for the Environment to assess applicants for professional registration.

“Operational Procedures” - Those procedures prepared by Party 1 and Party 2 in accordance with this Agreement.

“Parties” - the parties to this Agreement.

“Associate Body” - A not-for-profit organisation, professional body or learned society who wish to be associated with SocEnv, but do not currently wish to obtain their own licence to award CEnv, REnvP and/or REnvTech.

“Professional Review Interview” - Part of the professional review process undertaken by registrant peers who are trained and competent to do so. It is mandatory CEnv applicants. For REnvP and REnv applicants, the interview is at the discretion of the institution. An interview to assess competence as defined by the procedures of Party 1 and meeting Society for the Environment requirements under the relevant practice direction

“Registrant” - a person whose name is included in Society for the Environment’s registers of Chartered Environmentalists, Registered Environmental Practitioners and Registered Environmental Technicians.

“Membership and Professional Standards Committee” - that committee within Party 1 that, amongst other things, has oversees the processes for registration.

Document/Rev No	1	Page	18
Uncontrolled Copy	✓	Controlled Copy	Rev Date January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

“Continuing Professional Development” – CPD - Learning, training, or development of any kind which enables individuals to develop and maintain their competence.

2. Interpretation

Unless the context otherwise requires, reference to the singular shall include reference to the plural number and vice versa and reference to the male shall include reference to the female and vice versa.

3. Conditions

Conditions Precedent: The obligations of each Party set out below shall commence upon satisfaction of the following conditions precedent:

- (a) Party 2 recognition as an Associate Body by Society for the Environment.

4. Grades of Registration

This Agreement shall be for the registration of Chartered Environmentalists, Registered Environmental Practitioners and Registered Environmental Technicians.

5. Compliance with Standards

- a) Operational Procedures

Party 1 and Party 2 shall prepare and operate to Operational Procedures that give effect to this Agreement. Those procedures shall not take precedence over this Agreement, nor the conditions of the Registration Licence granted to Party 1 by Society for the Environment.

6. Detailed Provisions

6.1 The annual fees for the Registrant will be composed of:

- a) the relevant annual membership subscription to Party 2
- b) the annual registration fee payable to Society for the Environment by Party 1 according to registration category.

6.2 The initial fees and non-returnable deposit for registration (one-off) will be paid by the Registrant to Party 2 at the current Party 1 rates. Registration

Document/Rev No	1	Page	19
Uncontrolled Copy	✓	Controlled Copy	Rev Date January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

fees will be collected and processed in accordance with Operational Procedures. Party 1 shall invoice Party 2 for registration application fees and annual fees.

- 6.3 Party 1 may charge Party 2 an administration fee to cover any costs incurred during the assessment process.
- 6.4 Registration is contingent on continued membership of Party 2. Resignation or lapsing of membership from Party 2 will be advised to Party 1 and Party 1 will advise Society for the Environment that registration has lapsed or ceased.
- 6.5 Party 1 shall reconcile registration data with that of Society for the Environment in accordance with the Party 1 licence provisions.
- 6.6 A Registrant who has resigned, deceased, or lapsed will be dealt with in accordance with Operational Procedures.
- 6.7 Party 2 and Party 1 agree to inform each other if a Registrant breaches the Rules or Code of Conduct of either Party 1 or Party 2. Disciplinary matters resulting from such a breach will be handled jointly by Party 1 and Party 2. In the case of any conflict involving registration the Party 1 procedure will take precedence.
- 6.8 Suitable alternative registration arrangements with Society for the Environment would be made for Registrants should Party 1 cease to be a Licensed Member of the Society for the Environment.
- 6.9 Party 2 shall provide the CPD logs of at least 10% its registrants annually to Party 1, in line with SocEnv requirements, for auditing. Party 1/SocEnv may request further information for audit or training purposes.

7. Confidentiality

Party 1 undertakes to maintain as confidential all information provided under this Agreement and the registration records for Members of Party 2 and to make all such information available to Party 2 on request. Both parties agree to comply with the requirement of the Data Protection Act/UK GDPR.

8. Monitoring

Document/Rev No	1			Page	20
Uncontrolled Copy	✓	Controlled Copy		Rev Date	January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

Party 1 and Party 2 shall meet not less than annually to review the effectiveness of the operation of this Agreement.

9. Intellectual Property

To the extent that any party disclosed to another any intellectual property then that intellectual property may be used by the other party solely for the purposes of their respective obligation under this Agreement and such intellectual property remains the property of the originator.

10. Termination

This Agreement may be terminated by 6 months' notice on either party or in the event that Party 1 ceases to be a Licensed Member or Party 2 ceases to be an Associate Body.

11. Announcements

Each party undertakes not to make any announcements relating to the subject matter of this Agreement without the prior written agreement of the other except that no such consent shall be required in the case of any announcement required to be made by any Law to which it is subject provided that making any such announcement such Party shall, if practical first consult with the other.

12. Notices

All notices and other communication required by this Agreement shall be in writing and delivered by post or fax to the address of the intended party set out above or to such other address or fax or e-mail address as any party may from time to time notify the other.

13. Conflict with Other Agreements

Nothing in this Agreement shall take precedence over the Rules, Articles of Association, Society for the Environment licence conditions of either Party 1 or Party 2, or GDPR.

14. Dispute Resolution

In the event of a dispute arising from this Agreement the Presidents of the Parties shall meet to seek a resolution.

15. Assignment

Document/Rev No	1	Page	21
Uncontrolled Copy	✓	Controlled Copy	Rev Date January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

Neither party to this Agreement may assign their rights or obligations under this Agreement without the prior written consent of the other party.

Signed on behalf of Party 1

Signed on behalf of Party 2

Document/Rev No	1	Page	22
Uncontrolled Copy	✓	Controlled Copy	Rev Date
			January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.

Contact Details

Society for the Environment
297 Euston Road
London
NW1 3AD

Tel: +44 (0)345 337 2951 Email: enquiries@socenv.org.uk

End of Associate Body Practice Direction

Document/Rev No	1	Page	23
Uncontrolled Copy	✓	Controlled Copy	Rev Date January 2024

SOCIETY'S PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Edition Control List. Changes to this document shall only be permitted after quarterly management meetings have authorised and agreed changes.