

GUIDANCE FOR APPLICANTS FOR FELLOWSHIP OF THE IAM (FIAM)



The criteria for applications for FIAM are as follows:

- 1. To have held at least 10 years' senior responsibility (Level 2) in at least three of the seven Key Roles.**
- 2. To demonstrate current superior responsibility as a Principal (Level 3) in at least two of the seven Key Roles.**
- 3. To demonstrate significant knowledge across the remaining 5 Key Roles where you are not working as a Principal at Level 3.**

Definitions of the Key Roles and Levels of Expertise are provided at Annex B or on the IAM website

You must make a declaration that you are engaged in Continuous Professional Development (CPD) in Asset Management. You may be asked to provide evidence of your CPD activities.

You must also make a declaration that you will abide by the IAM Code of Conduct which is set out in Annex A.

You will be asked to nominate two proposers. Guidance on their roles is included with this pack. It is your responsibility to ensure that your Proposers return their forms to the IAM as soon as possible and preferably within 2 weeks but no longer than 6 weeks.

Your application will normally be considered by the IAM Membership Committee within four to six weeks of receiving feedback from your Proposers. The outcome will be one of the following:

1. Your application has been accepted by the Membership Committee and you will go forward for a professional interview.
2. Your application has been declined.
3. Consideration of your application has been placed on hold (for an expected maximum period of six weeks); a decision cannot yet be made because:
 - i. You have been asked to supply further evidence to support your application, and/or
 - ii. Your Proposer(s) have been asked for further information to support your application
4. Your application has resulted to you being accepted at a different level of membership grade than that you have applied for, i.e. you satisfy the criteria for Member (if not already in that grade) but do not yet meet the criteria for Fellow.

If you are asked to provide further evidence, the Membership Committee will specify in their response what they would like to see. For example, you may be asked for clarification on the scope and scale of a business in which you have been responsible for asset management or you may be asked to submit a report on a piece of research, or a study led by you that you have cited in your application but is not in the public domain or available to the IAM. If the material is classified or commercially confidential, special arrangements may be made for the Membership Committee assessors to view it confidentially. Please contact the IAM office for advice in these circumstances.

If your Proposers are asked to provide further information, this will be dealt with by e-mail by the Membership Committee and your application will be 'on hold' until they respond. The Membership Committee will make a further decision within four weeks of receiving your Proposers' responses.

The interview panel will normally include at least one of the Membership Committee who assessed your application plus another senior person selected by the IAM to ensure that the technical and/or geographic knowledge requirements are covered. The interview will focus on your leadership within the profession and

how you will participate in IAM, or other relevant activities, and your intended contribution to the furtherance of the discipline if your application is successful.

Interviews will generally be conducted by web conference, Skype or other suitable video-conferencing means at a mutually convenient time. The IAM Office will arrange the interviews as soon as possible but it may take several weeks to arrange suitable interviewers who are available at the same time as each other and yourself. You may be asked to have someone accompany you at the start of the interview to verify your identity, e.g. your manager or another member of the IAM. Interviews will take up to one hour to complete. Records will be kept of all interviews.

If at the end of the process your application for Fellow is not accepted, the Membership Committee will give reasons for their decision. It will not be possible to re-apply for Fellowship for at least one year after the date of your original application unless there are exceptional circumstances and the Membership Committee indicates that it would consider a further application within a shorter time frame. If you disagree with the decision of the Membership Committee you have the right to appeal using the IAM Appeals Procedure.

Application Form for FIAM

Personal Details

| | |
|--------------------------|--|
| First Name* | |
| Surname* | |
| IAM Registration Number* | |
| Email address* | |
| Telephone Number* | |
| Employer* | |
| Job Title* | |

Fields marked * are mandatory. If not already a member of the IAM you must first join as an Associate and use your registration number in the space above.

Career History

| | Date | Employer | Job title and <u>brief</u> outline of responsibilities |
|------|------|----------|--|
| From | | | |
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Academic and Professional Qualifications

| Qualification | Title | Education provider / establishment | Year awarded |
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Please attach proof of your qualifications – clean photocopies or scans will suffice

Please include higher education and/ or vocation and professional qualifications. Please do not include secondary education.

Professional Experience

Definitions of the Key Roles and Levels of Expertise can be found at Annex B or on the IAM website. Guidance on Key Roles and what you should include to describe your experience in each of them is provided at Annex C.

| Key Role | Level of expertise | Length of time | Brief description |
|----------------------------------|--------------------|----------------|-------------------|
| Policy Development | | | |
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| Strategy Development | | | |
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| Asset Management Planning | | | |
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| Implement Asset Management Plans | | | |
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| Asset Management Capability Development | | | |
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| Risk Management and Performance Improvement | | | |
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| Asset Knowledge Management | | | |
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GUIDANCE FOR APPLICANTS FOR FELLOW – YOUR PROPOSERS



1. Applicants for Fellow must be supported by two Proposers. At least one of your Proposers must be a Member or Fellow of the IAM. It is recognised that in some industries or locations, Asset Management is a young professional discipline and you may have difficulty in finding a suitably qualified proposer in membership of the IAM. In these circumstances you should contact the IAM Membership office for assistance.
2. One of your Proposers must be able to:
 - a. Verify the responsibility and experience on which your application is based, i.e. that your position and level of responsibility in the organisation(s) in which you work or have worked in the past are correctly represented on your application form.
 - b. Certify copies of your degree or other professional certificates if you are using qualifications other than the IAM Certificate or Diploma to support your application.
 - c. Make a statement to the effect that you are suitable to be a member of a professional body and in their opinion, be satisfied that you will abide by and uphold the IAM's Code of Conduct.

This person may typically be your line manager, project manager, Director or other senior person in the organisation in which you work. If this person is not a member of the IAM, he or she should preferably be professionally qualified in another discipline. Persons who are self-employed may consider using former employers' representatives or clients to undertake this role.

Your other Proposer must:

- a. Be a Principal (working at Level 3) in Asset Management.
- b. Have good domain knowledge of the industry sector and asset management practice in your location.
- c. Be able to review your evidence of expertise and experience and make a statement that in his/ her opinion you meet the professional criteria for becoming a Fellow.
- d. Make a statement to the effect that you are suitable to be a member of a professional body and in their opinion, be satisfied that you will abide by and uphold the IAM's Code of Conduct.

This person may typically be a senior colleague (past or present) or peer.

3. Your Proposers will be asked to state their professional qualifications and professional relationship to you. The IAM reserves the right to request evidence of your Proposers' professional qualifications or affiliations and to discuss your application with your Proposers if necessary.
4. Your Proposers must not have any familial relationship with you.
5. Once you have identified people who are willing to act as your Proposers, please fill in their details below. The IAM Office will then send them the questionnaire attached and supporting guidance attached as Annex D.
6. Please check your Proposers respond within two weeks. It may be necessary for you to contact your Proposers personally to remind them to respond.
7. If your Proposers do not respond within 6 weeks your application may be cancelled.

Please give details of your proposers below:

| | Name | Address | Phone Number | Email address |
|------------------------|-------------|----------------|---------------------|----------------------|
| First Proposer | | | | |
| Second Proposer | | | | |

Continuing Professional Development

Please give details in the box below of your recent and applicable CPD activity you have engaged in. CPD can be formal and structured or informal and self-directed.

You may be asked to produce verifiable evidence of your engagement in CPD and asked questions about your participation in CPD activities at your interview.

Your Contribution

Fellows of the IAM are expected to make a positive contribution to the promotion and development of the discipline of Asset Management. Part of the demonstrable requirement for acting as a Principal (Level 3) includes *development of new entrants to the discipline, and ... expected to show leadership and vision, promoting the benefits of asset management and furthering the objectives of the IAM*. You can make a contribution in a number of ways, e.g. mentoring, individual research contributing to the IAM Body of Knowledge, presenting papers at conferences, helping to organise events including local Chapter activities, advising others on careers in asset management and helping them with IAM Membership applications.

Please give details in the box below of the contribution you intend to make if your application for FIAM is successful.

Declaration and Submission

Before submitting this application form please ensure;

- you have completed all fields in the application and attached all supporting evidence.
- you have listed your proposers details in order for them to be contacted.
- you have signed and dated the form below.

I declare that the information given on this form is true and that I will abide by the IAM Code of Conduct.

Print name: _____

Signed: _____

Date: _____

ONCE COMPLETE PLEASE SEND THIS FORM TO:

Membership Dept.
Institute of Asset Management
St Brandon's House
29 Great George Street
Bristol
BS1 5QT

You may alternatively submit a signed scanned copy by e-mail to Membership@theIAM.org

Annex A

Code of Conduct

Code of Conduct

Institute of Asset Management Code of Conduct (As at September 2009)

Definitions:

Code of Practice A document amplifying this Code of Conduct in relation to a specific area of IAM activity.

Contractors Individuals or organisations supplying services and goods to the IAM.

Employer(s) – includes client(s) (of consultants, for example)

IAM (The Institute of Asset Management) - for the purpose of communication, advice or ruling means the CEO or any Member of the Board of Management unless otherwise stated.

IP / IPR Intellectual Property / Intellectual Property Rights.

Logo Means the Logo and all other related marks and devices used by the IAM (to indicate membership or quality endorsements and so forth).

Members Means any individual or company holding any category of Membership held by virtue of either or both individual or corporate subscription.

Officers Members elected and appointed to committee, project or representative roles.

Staff Employees of the IAM or IAM Trading Ltd.

Introduction

This Code of Conduct applies to all Members, Officers, Staff and Contractors of the Institute of Asset Management (IAM) but, for ease of reference, the term Members is used throughout.

Collaborative Projects: During any participation in projects, bodies or individuals working with the IAM to forward our Objectives are expected to abide by this Code of Conduct (and this will normally be stated in relevant Terms of Reference and contracts).

In joining the IAM, all Members agree to abide by the Code of Conduct. Members reaffirm their commitment to the Rules through the annual renewal of their membership. The Code of Conduct is defined by Members for Members and is reviewed regularly to ensure it remains relevant. Suggestions that a Member's conduct has contravened the Code are reviewed under the Institute's investigation and disciplinary procedures.

General Principles

This Code of Conduct is not exhaustive. It is intended to be a framework of ethical and professional principles and Members are expected to observe the spirit of this Code as well as the explicit rules set out below.

Members shall exemplify professional behaviour generally and specifically in their relationships with the Institute, its employees and their fellow members.

Members are expected to be especially careful to avoid conflicts and perceived conflicts of interest between their personal or commercial objectives and those of the Institute, especially where these may be perceived by others as unfair practices. The IAM should be informed and will give guidance in confidence to a Member about any concerns (and register such advice confidentially if requested) to prevent such potential threats becoming a problem.

Members becoming aware of any breach or alleged breach of this Code are required to advise the IAM without delay.

Members who fail to observe this Code may be subjected to IAM disciplinary procedures. In serious cases or where the Member does not accept the ruling of the IAM that Member may be expelled from the IAM and forfeit all benefits thereof including any rights to display and use post-nominal letters or the Logo (or other device) of the IAM. The findings of IAM disciplinary hearings may be made known to other Members or externally if the IAM decides this is appropriate.

The IAM publishes a Handbook for Members and this describes much of the structure, operation and authorisation procedures and arrangements to help Members understand how to engage with the IAM productively. There are also Procedures for some particularly important or common activities. (See also Codes of Practice).

In the event of doubt or ambiguity about any omission or meaning or intent of any part of this Code Members must seek guidance from the CEO (guidance will be available in writing on request).

Projects & IPR

It is vital for the best outcome of work and projects carried out by the IAM (sometimes in formal or informal collaboration with non-Members or other bodies) to ensure that contributions are not inhibited by the fear of loss of IPR.

Therefore when material perceived to carry IPR is contributed Members should make this known in writing so that their contribution and copyright may be acknowledged. If IPR and copyright is voluntarily relinquished, the IAM will acknowledge the original/originator subsequently. In most cases contributions may be significantly improved and varied in conjunction with other contributions and the result will be subject to copyright as provided in the Terms of Reference of that project without contravening the principles above.

Codes of Practice

The IAM produces Codes of Practice where it is appropriate to explain in detail the governance and requirements of certain IAM Schemes or where there are significant commercial implications (e.g. Endorsement by the IAM or representing the IAM).

The Code of Conduct requires that Members abide by the provisions of any and every Code of Practice where relevant. A breach of a Code of Practice is deemed to be a breach of the Code of Conduct.

Specific Examples

1. Membership Obligations.

- a. Members shall use their best endeavours to abide by the letter and spirit of the Byelaws (of which relevant extracts are reproduced below).
- b. Members shall keep their knowledge and skills up-to-date through planned professional development and seek to broaden and deepen that knowledge throughout their working life. Members shall also encourage persons working under their supervision to do the same.
- c. Members shall not undertake professional tasks and responsibilities that they do not believe themselves competent to discharge. Members shall at all times take all reasonable care to limit any danger of death, injury or ill health to any person that may result from their work and the products of their work. Members shall take all reasonable steps to avoid waste of natural resources, damage to the environment, and damage or destruction of man-made products. (Lawful work undertaken by members in connection with equipment intended for the defence of a nation will not infringe this Rule.)

- d. Members shall neither advertise nor write articles for publication in any manner that is derogatory to the Institute or to the dignity of their profession. Neither shall they authorise or endorse any such advertisement or article to be written or published by others.
- e. Members shall not recklessly or maliciously injure or attempt to injure, whether directly or indirectly, the professional reputation, prospects or business of any other person.
- f. Members shall not use post-nominal designations such as MIAM to which they are not entitled. Neither shall they use the IAM logo or post-nominals to which they are entitled to imply that they are acting on behalf of, or with the authority of, the Institute, except when conducting Institute business in the capacity of an Officer.
- g. Members convicted of a criminal offence anywhere in the world are required to inform the Institute promptly, and to provide such information concerning the conviction as the Institute may require, but this rule does not apply to either a conviction for a motoring offence for which no term of imprisonment (either immediate or suspended) is imposed or to an offence which is regarded as “spent” within the meaning of the UK Rehabilitation of Offenders Act 1974 or equivalent legislation elsewhere.
- h. Members are required to keep the IAM office aware of their current address and contact details.

2. **Use of Membership.** Members must not use their membership of the Institute as a means of promoting their business or personal activities to the detriment of the IAM or other members. This includes, but is not limited to:

- a. Using distribution lists or other IAM data to mail shot or contact without the prior permission of the Board and in any case in accordance with the provisions of current relevant data protection law;
- b. Soliciting work, contracts or other business from other Members within the context of the Institute, that is during IAM meetings and events or through IAM communication channels;
- c. Publishing articles, papers, or material that implies endorsement from the IAM without prior written permission of the Board;
- d. Members may however *refer* to their membership and their class of membership, of the IAM in promotional or other literature, e.g. business cards.

3. **Use of IAM Logo.** The IAM produces guidelines to ensure that the Logo and other devices and Marks are used correctly to maintain our strong brand image and identify some of our products. Any and every use of the IAM’s brand is to be authorised in advance in writing.

4. **Data Protection.** The IAM does not release personal data on Members and any Member having access to this data is required to hold it only whilst essential for their IAM role and solely for the purpose for which it was made available. Otherwise all copies are to be returned and/or destroyed.

5. **Confidentiality and Acknowledgment.** Members may not use material discussed or prepared by the IAM or divulged to the IAM by other members of the IAM except for their own internal company use without the IAM’s prior written permission. This is in addition to any constraints on material due to explicit copyright or specific confidentiality agreements.

- a. Members shall not improperly disclose any information concerning the business of the IAM.
- b. Members shall not improperly disclose any information concerning the business of their employer or of any past employer.

- c. Use of IAM (or another Member's) material whether externally or internally should explicitly credit the IAM and author(s).
6. **IAM Elections.** Members standing as candidates for election to formal or informal positions or groups within the IAM shall not undertake, or permit to be undertaken on their behalf, organised canvassing by means of circulars or otherwise except as explicitly provided for in IAM procedures and guidelines.
7. **Public Statements.** Members shall not use their IAM status or claim (or permit to be inferred) competence to make any authoritative public statement without ensuring that:
 - a. they are qualified to make such a statement; and
 - b. any association that they may have with any party who may benefit from the statement are known to the person or persons to whom it is directed; and
 - c. Members who are called upon to give an opinion in their professional capacity shall, to the best of their ability, give an opinion that is objective and based upon the best available knowledge and information.
8. **IAM Position.** Members shall not represent any position or statement as being that of the IAM unless authorised to do so by Board/CEO.

Annex B

Definitions of Key Roles and Levels of Expertise (also available on the IAM website)

| Key Roles (as defined in the IAM's Competences Framework) | |
|--|---|
| 1 | Policy development |
| 2 | Strategy development |
| 3 | Asset management planning |
| 4 | Implement asset management plans |
| 5 | Asset management capability development |
| 6 | Risk management and performance improvement |
| 7 | Asset knowledge management |

| Definitions of Levels of Expertise | |
|---|---|
| Level 0 | No experience or competence – developing asset management knowledge and experience |
| Level 1 Practitioner | <p>Consolidating asset management knowledge: will be able to work largely unsupervised on asset management projects and be responsible for individual deliverables. Examples might include:</p> <ul style="list-style-type: none"> • Condition surveys • Implementing an asset management or maintenance plan • Developing asset data acquisition systems specified by others • Cost/ benefit/ risk analyses • Whole-life costing studies • Compiling maintenance and renewal schedules • Delivering training courses in asset management practice at Certificate/ Diploma level • Contributing by studies/ papers/ analysis to the development of policy and strategy for an employer or clients <p>Generally, the work of a practitioner will be subject to checking/ review by a person working at a higher level.</p> <p>Practitioners will normally be expected to support less experienced people in developing their asset management knowledge.</p> |
| Level 2: Leading Practitioner | <p>The Leading Practitioner will hold senior responsibility in an asset management role and typically will be, or have been:</p> <ul style="list-style-type: none"> • The leader of a section or team responsible for developing and/or delivering an organisation's asset management plan, the operational performance of assets under his/her control, risk management or managing asset knowledge, and/or • A project leader responsible for the technical and commercial delivery of asset management consultancy projects to clients and/or • A senior consultant or academic responsible for specific research and development projects or the creation and delivery of structured training in asset management in a company or at an educational establishment. <p>The Leading Practitioner will take significant technical and/or commercial decisions and will be able represent the asset management discipline effectively in discussions with both professionals in other disciplines and senior management who may not have asset management experience or knowledge.</p> |

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|--|---|
| | <p>The Leading Practitioner will have some responsibility for the resources and budget associated with the work he or she leads.</p> <p>The Leading Practitioner may make a significant contribution to the development of an organisation's Asset Management Policy and Strategy.</p> <p>A Leading Practitioner may be responsible for checking the output of staff working at a lower level. Some of a Leading Practitioner's work will normally be subject to authorisation/ review by a person working at a higher level or an acceptance process by an informed client.</p> <p>In an organisational context, the Leading Practitioner should normally contribute to, or be responsible for, the professional development of new entrants to the discipline.</p> |
| <p>Level 3:</p> <p>Principal</p> | <p>A Principal will hold current superior responsibility in asset management and will typically be, or have been:</p> <ul style="list-style-type: none"> • an executive in an asset-owning organisation, and/or • a recognised and eminent expert in asset management in an asset-owning organisation or engaged as a consultant, and/or • a leading academic at an educational establishment who is accountable for the development and implementation of IAM-recognised training courses covering Asset Management across all of the key roles. <p>A Principal will normally have control of the budget and resources to deliver an organisation's asset management plan or be accountable for the delivery of consultancy projects in asset management.</p> <p>In a business context, the Principal will be accountable for the business's asset management policy, and strategy, including development of new entrants to the discipline, and will be expected to demonstrate leadership and vision, promoting the benefits of asset management and furthering the objectives of the IAM.</p> <p>A Principal may have conducted research and development work and contributed to the asset management body of knowledge. In these fields, the Principal will be an 'expert practitioner' in Asset Management, and will have full technical responsibility for the output of work produced by him/herself and those working at a lower level. His/her work will not be subject to any further checking and the advice, products and services for which he or she is accountable may be acted upon directly by others, e.g. Boards of Directors, uninformed clients, students.</p> <p>When a Principal is advising an organisation, advice will normally be given to those at the most senior level.</p> |

Annex C

Guidance on Key Roles and how to describe your professional experience in each of them

A guide to what is covered by each of the seven key roles is given below. In your brief description of your experience in each of these roles, you should indicate broadly the level of responsibility you hold currently or have held in each of them. For example, you may contribute to the development of Policy and Strategy as a Leading Practitioner but you will be accountable for them as a Principal, such as a business executive in an asset-owning business. For those in academia or working as consultants who may not have current, direct responsibility for physical assets, please indicate both your past experience in these roles and also the level at which you now advise clients (e.g. Board level) or train others (e.g. Degree, Diploma etc.). Your description should demonstrate that you have current superior responsibility and exercise leadership in at least two of the roles and a significant knowledge of the others. You will be expected to demonstrate this knowledge and experience at an interview.

Policy Development – this should show how you ensure that AM activities are aligned with and achieve the organisational strategic plan. As defined in ISO 55000, an AM policy is a set of principles and mandated requirements derived from and consistent with the organisational strategic plan, providing a framework for the development and implementation of the AM strategy and the setting of AM objectives. Policy-making involves deciding on a definitive course or method of action, selected from alternatives, to guide and, often, to determine present and future AM decisions.

Strategy Development – this should demonstrate how you provide strategic Asset Management direction and leadership and include identifying strategic requirements, demand analysis and forecasting, and strategy development. This role is essential to ensuring that Asset Management activities are focused on and achieve organisational objectives.

Asset Management Planning – this should show how you identify, appraise, optimise and prioritise options, and develop effective Asset Management plans for implementing the AM strategy and delivering the AM objectives.

Implement Asset Management Plans – this should show how you manage the whole asset lifecycle and plan and control the delivery of its main components. These are operation, maintenance, optimisation and rationalisation of assets.

Asset Management Capability Development – this is appropriate to people who manage or influence processes that support effective delivery of AM strategy, objectives and plans. This role covers how competence is developed and managed in the boardroom, the workplace, the classroom and the supply chain, the management of organisational change and the development of a suitable asset management culture.

Risk Management & Performance Improvement – this should demonstrate how you make sure your organisation knows and manages risk effectively and that performance is reviewed and improved over time. Risks include but are not limited to health and safety, security, operational performance, environment (including climate change), reputation and finance.

Asset Knowledge Management – this should demonstrate how you define the asset information you need, how it is gathered and analysed and how it is then interpreted, managed and how the knowledge generated is applied.

Annex D

Guidance for Proposers for FIAM and associated Questionnaires

Guidance for first proposer for applicants for Fellowship of the Institute of Asset Management



1. You have asked to act as **first** Proposer for an applicant for Fellowship of the Institute of Asset Management (IAM). Full details of the IAM and its membership structure can be found at www.theIAM.org
2. Preferably, you should yourself be a Member or Fellow of the IAM to act in this role. However, if you are not, you should preferably be a member of another professional body, recognised in the country from which the application is being made. It is most important that you have direct knowledge of the applicant's work and experience in Asset Management.
3. You must not be a relative of the applicant.
4. You must be willing, to the best of your knowledge:
 - a. To verify the applicant's claimed responsibility and experience.
 - b. Certify copies of the applicant's degree or other professional certificates if he or she is using qualifications other than the IAM Certificate or Diploma to support their application.
 - c. Make a statement to the effect that the applicant is suitable to be a member of a professional body and be satisfied that he or she will abide by and uphold the IAM's Code of Conduct.
5. The applicant should ask you to act as his or her **first** Proposer before submitting an application for Fellowship of the IAM.
6. Please complete the questionnaire within two weeks of receipt. If you have any queries about what you are being asked to do, the IAM Membership office will help you at Membership@theIAM.org.
7. Please be prepared to discuss the application with a representative of the IAM Membership Committee if necessary.
8. The IAM may ask you to provide further evidence of your own qualifications and experience to ensure you are qualified to act as first Proposer. This is unlikely, but may be necessary where the Membership Committee that assesses the application is unfamiliar with the qualifications or domain experience that the applicant has submitted.

PROPOSERS' QUESTIONNAIRE (FELLOW)

First Proposer

| | |
|--|--------------|
| has applied for Fellowship of the Institute of Asset Management and has asked you to act as their first Proposer. Please see attached a copy of the candidate's application form. Please review the application then complete the questionnaire below (insert Yes/No in the boxes as appropriate) | |
| To the best of my knowledge the applicant has the experience stated on the application form. | |
| In my opinion, the applicant has worked in Asset Management at the levels of responsibility for the periods stated on the application form. | |
| I have seen the applicant's academic and professional qualification certificates and, to the best of my knowledge, certify that these are authentic. | |
| In my opinion the applicant is suitable to be a full member of a professional institution and will abide by and uphold the IAM's Code of Conduct. | |
| I confirm that I am not related to the applicant. | |
| Please state your own professional qualifications and membership of any professional institutions | |
| <i>[Free text field]</i> | |
| Please give brief details of your professional relationship with the applicant | |
| <i>[Free text field]</i> | |
| Please give any other information that you consider might support the candidate's application | |
| <i>[Free text field]</i> | |
| Signature: | |
| Name: | Date: |

Please return the completed form to The IAM Membership Department, St Brandon's House, 29 Great George Street, Bristol, UK, BS1 5QT or by e-mailing a signed scanned copy to Membership@theIAM.org

Guidance for second proposer for applicants for Fellowship of the Institute of Asset Management



1. You have been asked to act as **second** Proposer for an applicant for Fellowship of the Institute of Asset Management (IAM). Full details of the IAM and its membership structure can be found at www.theIAM.org
2. You must be a full Member or Fellow of the IAM to act in this role (or be professionally qualified in another discipline). You must be a Principal in Asset Management working at Level 3.
3. You must have good domain knowledge of the industry sector and asset management practice in the applicant's location.
4. You must not be a relative of the applicant.
5. You must be willing, to the best of your knowledge:
 - a. To review the applicant's evidence of expertise and experience and make a statement that in your opinion, the applicant meets the professional criteria for becoming a Fellow.
 - b. To certify that the applicant is currently working as a Principal in Asset Management.
 - c. Make a statement to the effect that the applicant is suitable to be a member of a professional body and in their opinion, be satisfied that he or she will abide by and uphold the IAM's Code of Conduct.
6. The applicant should ask you to act as his or her **second** Proposer before submitting an application for Fellowship of the IAM.
7. Please complete the questionnaire within two weeks of receipt. If you have any queries about what you are being asked to do, the IAM Membership office will help you at Membership@theIAM.org.
8. Please be prepared to discuss the application with a representative of the IAM Membership Committee if necessary.

PROPOSERS' QUESTIONNAIRE (FELLOW)

Second Proposer

| | |
|--|---------------------|
| <p>..... has applied for Fellowship of the Institute of Asset Management and has asked you to act as their second proposer. Please see attached a copy of the candidate's application form. Please review the application then complete the questionnaire below (insert Yes/No in the boxes as appropriate)</p> | |
| <p>I have reviewed the applicant's evidence and in my opinion he or she meets the criteria for being admitted as a Fellow of the IAM.</p> | |
| <p>In my opinion, the applicant is working in Asset Management at the level of a Principal (Level 3).</p> | |
| <p>In my opinion the applicant is suitable to be a full member of a professional institution and will abide by and uphold the IAM's Code of Conduct.</p> | |
| <p>I confirm that I am not related to the applicant.</p> | |
| <p align="center">Please state your own professional qualifications and membership of professional institutions</p> | |
| <p align="center"><i>[Free text field]</i></p> | |
| <p>Please give brief details of your professional relationship with the applicant</p> | |
| <p align="center"><i>[Free text field]</i></p> | |
| <p>Please give any other information that you consider will support the candidate's application</p> | |
| <p align="center"><i>[Free text field]</i></p> | |
| <p>Signature:</p> | |
| <p>Name:</p> | <p>Date:</p> |

Please return the completed form to The IAM Membership Department, St Brandon's House, 29 Great George Street, Bristol, UK, BS1 5QT or by e-mailing a signed scanned copy to Membership@theIAM.org