



Final Version

INTERNAL RULES AND REGULATIONS

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SECTION 1: INTRODUCTION

Article One: Purposes

The Law N° 36/2016 of 08/09/2016/2017 governing the profession of environmental practitioners and establishing Rwanda Association of Professional Environmental Practitioners (RAPEP) refers to Rules and Regulations in most of its provisions, with a view mainly to regulate in detail the organizational aspects of the Association;

This text establishes the Internal Rules and Regulations of **Rwanda Association of Professional Environmental Practitioners (RAPEP)** as determined by the said law above;

These Rules and Regulations determine the organization, function and powers of the organs of **Rwanda Association of Professional Environmental Practitioners (RAPEP)**.

They also set up terms of registration to the profession and conditions and procedures for accreditation as a "**Professional Environmental Practitioner**".

Article 2: Definitions

In these Rules and Regulations the following terms shall have the following meanings:

- i) "**Professional Environmental Practitioner or PEP**" Refers to any person who is a member (both Category A and B) of Rwanda Association of Professional Environmental Practitioners (RAPEP).
- ii) "**Category A**" Refers to members of the association who are permitted to conduct Environmental Assessments.
- iii) "**Category B**" Refers to members of the association who are not permitted to conduct Environmental Impact Assessments pertaining
- iv) "**Branch**" means a Branch of the Association established under these Rules and Regulations;
- v) "**Class**" means sub category of membership;
- vi) "**Code of ethics**" means sets of standards for "Professional Environmental Practitioner", obligations to the public, their clients, employers and the profession encompassing right conduct;
- vii) "**Foreign Professional Environmental Practitioner or FPEP**" means any person who a member and is licensed by a similar body outside Rwanda.
- viii) "**Registration**" means the process of assessment of competency of applicants for the purpose of registration and of entering the names of the applicants who qualify into the roll of Professional Environmental Practitioners;
- ix) "**Roll**" means the list of licensed members of RAPEP;
- x) "**EA**" means environmental assessment including common impact evaluation studies like Environmental and Social Impact Assessment (ESIA), Environmental Impact Assessment (EIA), Environmental Audit, etc.
- xi) "**The Association**" means Rwanda Association of Professional Environmental Practitioners (RAPEP).

i)

SECTION 2: GENERAL PROVISIONS RELATED TO ORGANIZATION, FUNCTIONING AND POWERS OF THE ASSOCIATION

Article 3: Headquarters of the Association

The Headquarters of the Association are located in Kigali city; however may be shifted to different location within the Republic of Rwanda upon a vote of the General Assembly should it see fit. The Association may have other branches in the territory of the Republic of Rwanda.

Article 4: Organs of the Association

Rwanda Association of Professional Environmental Practitioners (RAPEP) shall comprise the following organs:

- i) The General Assembly;
- ii) The Executive Committee of the Association;
- iii) Executive Secretariat.

SECTION 3: GENERAL ASSEMBLY

Article 5: Composition

The General Assembly of Rwanda Association of Professional Environmental Practitioners (RAPEP) consists of all members of the Association, both Category A and B. The decisions of the General Assembly will be taken in accordance with the law, and these Rules and Regulations are binding for all members.

Article 6: Responsibilities

The General Assembly shall be competent to:

- ii) Adopt the annual budget and all plans of the Association;
- iii) Receive, consider and adopt the annual activity report, the balance sheet and the external audit report;
- iv) Designate, upon proposal of the Executive Committee of the Association external auditors; receive their reports and decide thereon;
- v) Elect and dismiss the Chairperson/President of the Association as well as committee members;
- vi) Decide on all matters related to membership;
- vii) Hear and decides on the report of the Committees;
- viii) Decide on amending and or changing of laws and by-laws governing the Association;
- ix) Decide on convening of General Assembly meetings as provided in these rules and regulations;
- x) Adopting the agenda of the General Assembly meetings;
- xi) Decide and approve all other operating documents of the Association;

- xii) Ratification of the commitments engaging the Association;
- xiii) Proposing to the General Assembly the dissolution of the Association in accordance with the Law.

Article 7: Convening meetings

The ordinary Annual General Assembly meeting is held twice a year at dates, time and place indicated in a written invitation. These meetings shall be convened in first and second terms of the year respectively;

Extraordinary General Assembly meetings may also be held at any time when required based on the interests of the Association. Extraordinary General Assembly meeting is convened by the President of the Association, or upon written request of one third (1/3) of Members of the Association;

In case the meeting is convened upon written request of one third (1/3) of the members of the Association; in the absence of the President of the Association or the Vice President; the General Assembly shall decide on whom to preside over that meeting by consensus;

The convening period shall be at least fifteen (15) calendar days between the sending of the invitations and the holding of the meeting.

This time frame will be void in the case that:

- The General Assembly is urgently required to convene to discuss a matter threatening the future of the organization, in which case the meeting shall be convened within eight (8) days;
- The organization of a meeting should be communicated to members by any means of communication determined by the President of the Association, but ensuring the traceability in the event of dispute. The minimum means of communication shall include electronic messaging and or email.
- The accidental omission to send notice of a meeting to or the non-receipt of a notice by any member of any class shall not invalidate the proceedings at the meeting.

Article 8: Quorum

Unless otherwise provided by this internal rules and regulations, the General Assembly shall be held and deliberate validly when the number of compliant members of the Association present is not less than 1/2 of members;

In case the quorum is not attained, the General Assembly meeting is adjourned for another date to be communicated as provided in Article 7 above.

Article 9: Participating in the sessions of the General Assembly

Each member of the Association is encouraged to participate in the sessions of the General Assembly from the beginning up to the closing of the meeting;

For the purposes of compliance with these requirements, a list of attendance is held at the entrance of the venue of the meeting, and shall be signed by each participant upon arrival;

Unjustified absence as well as failure to participate in General Assembly meetings constitutes a breach of the code of ethics and Professional Conduct of the Association and shall attract a fine equaling to an amount of Rwf 200,000;

The number of members attending the meeting shall be proved by the attendance list and physical verification. Attending members are obligated r to sign the attendance list;

Other interested persons are permitted to attend the meetings of the General Assembly upon formal request and written approval from the Association President.

Article 10: Presiding over the General Assembly Meetings

The General Assembly meetings are chaired by the President of the Association or, if absent, by the Vice President of the Association. In case the latter are absent, the General Assembly is convened and chaired by any other Executive Committee member nominated in writing by the President of the Association;

In case all committee members are absent, then the General Assembly meeting shall be chaired by any member on consensus of the members present.

Article 11: Modes and majorities for decision making

Subject to the provisions laid down in these Rules and Regulations, particularly with regard to elections, the decisions of the General Assembly shall be taken by consensus of the members present or, failing that, the absolute majority (2/3) of the members present.

Votes are conducted by show of hand or by another means agreed by an absolute majority of the members present. In the event of a tie, the Chairperson of the meeting shall have the casting vote without prejudice to conflict of interest;

However, decisions concerning the appointments, the election of the Executive Committee of the Association and other committees, and decisions on dismissal of a member and must be conducted by secret ballot, so as to be valid.

Article 12: Resolutions and minutes of General Assembly meetings

General Assembly meetings resolutions are immediately approved and signed by the Chairperson of the meeting and the Secretary of the meeting. A register of such decisions shall be held in the meeting.

Each meeting of the General Assembly is subject, depending on the situation, to minutes prepared by the Executive Secretary or other secretary of the meeting and submitted via e-mail

for comments to the members present in the General Assembly within five (5) days from the day the meeting ended;

Members present to the General Assembly must give their observations within five (5) working days from the receipt of the draft of minutes and resolutions. Minutes and resolutions of the meeting are approved by the General Assembly in its next meeting;
Any delay to release the minutes and or resolutions of the meeting may lead to disciplinary sanctions against the Secretary of the meeting.

SECTION 4: EXECUTIVE COMMITTEE OF THE ASSOCIATION

Article 13: Composition

The Executive Committee of the Association shall be composed of five (5) members:

- i) The President
- ii) The Vice-President
- iii) The Secretary
- iv) Advisors (2)

In any case, gender balance shall be considered and respected during elections.

Article 14: Responsibilities of the executive committee

The activities of the Association are monitored by the Executive Committee of the Association;

Without prejudice to the responsibilities provided in the Article 14. of the law governing the profession of environmental practitioners and establishing **Rwanda Association of Professional Environmental Practitioners (RAPEP)**, the Executive Committee shall have the following functions:

- i) To review and decide on all matters in connection with the practice of the profession of Environmental Practitioners and advise, on its own initiative or upon request, on any matter in connection with the Association;
- ii) To set up regulations meant for the promotion of the profession to be approved by the General Assembly;
- iii) To implement the decisions in relation to the disciplinary measures provided by these Rules and Regulations;
- iv) To recruit the Executive Secretary of the Association;
- v) To approve the recruitment of other Staff of the Association made by the Executive Secretary;
- vi) To take decision on the dismissal of Staff of the Association including Executive Secretary;
- vii) To propose for adoption the strategic plan and the operational plan of the Association by the General Assembly;
- viii) To determine the seal and logo of the Association;
- ix) To formulate on the professional fees;
- x) Oversee Trainings, and other forms of professional development;

- xi) To take part in the accreditation process of environmental science programs and curriculums at all Higher Learning Institutions.

Article 15: Requirements for eligibility

In order to be elected member of the Executive Committee of the Association, the applicant must fulfill at least the following:

- i) The assiduity, dedication, availability in carrying out the activities assigned by the Association;
- ii) To have not been dismissed for any environmental assessment practice incompetence or indiscipline;
- iii) To be enrolled on the roll of the Association and have practiced effectively and continuously the Environmental Impact Assessment (SEA/ESIA/EIA/EA/EMP) profession during at least the last five (5) years;

For the Association's Chairperson, see Article 19.

Article 16: Ballot for Election to the Executive Committee

The General Assembly shall vote by secret ballot and by an absolute majority of the votes the members of the Executive Committee. There shall be an Electoral Committee of not more than five but not less than three Members constituted by the General Assembly through a simple majority vote of members present at the Annual General Meeting, to conduct the elections.

Guidelines for the conduct of elections are to be formulated by the Electoral Committee and adopted by the General Assembly before the elections.

Article 17: Executive Committee meetings and decision making

The Executive Committee shall meet as often as the business of the Association may require and, in any event, not less than once every three months, Meetings shall be held at the Headquarters of the Association or such other place as the President may decide. At every meeting of the Executive Committee, five (5) members entitled to vote shall constitute a quorum, and all matters shall be decided by consensus of the members present. In absence of the President, the meeting is convened and chaired by the Vice-President. When both are absent, while the quorum attained, the members present shall decide on who shall chair the meeting.

Unjustified absence of a member in the executive committee meetings for three consecutive meetings shall lead to replacement.

Article 18: Resolutions and minutes of meetings

Executive committee resolutions and minutes are approved in the following meeting and signed by the Chairperson and the Secretary of the meeting. The resolutions shall be emailed to all RAPEP members and posted to the web site of RAPEP.

SECTION 5: CHAIRPERSON OF THE ASSOCIATION

Article 19: Eligibility criteria for RAPEP Chairperson

- i) A Rwandan Nationality;
- ii) To be a Category A member and hold a valid practicing license from RAPEP;
- iii) To be enrolled as a compliant member on the roll of the Association and have practiced effectively and continuously the profession of environmental practitioner during at least the last five (5) years;
- iv) To have assiduity, dedication, availability in carrying out the activities assigned by the Association;

Article 20: Responsibilities

The President of the Association has the following functions:

- i) To represent the Association;
- ii) To monitor the daily operations of the Association;
- iii) To convene and chair meetings of the General Assembly and the executive committee of the Association;
- iv) To ensure the timely availability of all documents required for the review of General Assembly meetings and executive committee;
- v) To obtain opinion of the Committees of the Association;
- vi) To take any decision within his/her competence over the reports, opinions and recommendations of the Committees of the Association;
- vii) To perform any other activities assigned to him/her by the General Assembly or the Executive Committee of the Association.

Article 21: Assistance and Replacement

In all his/her activities, the President of the Association is assisted and/or replaced by the Vice-President in accordance with these Rules and Regulations.

The Vice-President of the Association shall also fulfill the conditions mentioned in article 19 of these regulations for eligibility.

Article 22: Duties of Vice President

The Vice President shall deputize for the President for all the meetings and functions.

In absence of both, any executive committee member duly nominated in writing shall preside.

Article 23: Duties of Secretary

The Secretary shall:

- i. Keep minutes of all official proceedings, for distribution to the executive committee and general assembly where required.
- ii. Maintain the register of members in cooperation with the Executive Secretary
- iii. Organize committee and general assembly meetings
- iv. Operate as a secretary to the Chairperson as required
- v. Keep the organization stamp

Article 24: Responsibilities of advisors

Advisors shall:

- i. Attend all Executive Committee meetings.
- ii. Contribute to decision making and activities of the executive committee;
- iii. Support the preparation and delivery of General Assembly meetings;
- iv. Advise the executive committee and General Assembly on matters relevant to their expertise
- v. Assist grassroots efforts to effectively lobby for RAPEP interests.
- vi. Assist with long term strategic planning and setting goals.

SECTION 6: COMMITTEES OF THE ASSOCIATION

Article 25: General Provision

The Association through its General Assembly may establish standing and ad hoc committees which shall consist of such number of members as it may deem appropriate to perform such functions and duties as the Association may determine;

The Standing Committees shall include Membership and Licensing Committee, Audit Committee, Finance and resources mobilization Committee, Professional Development and Research Committee, Discipline and Conflict Resolution Committee, Professional Compliance Inspection Committee and Advisory Committee.

Article 26: Appointment of Committee members

The Association through General Assembly shall appoint chairpersons and members of committees from among its members.

The Association may where it considers appropriate, co-opt non-members by virtue of their knowledge or expertise in specific areas to be part of its committees.

All recommendations of the committees shall be approved by executive committee and ratified by the General Assembly.

Article 27: Election

The General Assembly of the Association shall elect among its compliant members, by simple majority, at least five (5) members to be members of each standing Committee.

Article 28: Organization of the Committees

At its first meeting after the appointment of its members, the Committee shall elect among its members a Vice-Chairperson and a Rapporteur.

The rapporteur is responsible for the preparation of any report, minutes of the meeting and correspondence from the Committee. Each report and minutes must be signed by the Chairperson of the meeting and the Rapporteur and submitted to the executive committee.

Article 29: Convening and holding of the meetings of the Committees

Each meeting of the Committee is convened and chaired by its Chairperson and, in his/her absence, by the Vice-Chairperson;

The invitation to the meetings, which must indicate agenda, place and time of the meeting, shall be served through appropriate channels of communication, including but not limited to electronic mail.

Article 30: Quorum, deliberations and reports

The Committees may meet and deliberate validly if the present members are at least the absolute majority.

Deliberation is made in consensus, failure to this by absolute majority of vote. The Chairperson has no right of casting vote.

At each meeting of the General Assembly of the Association, the Chairperson of the Committee gives a brief report on the status of the issues that have been addressed by the Committee.

Article 31: Additional operating rules

The Committee may develop additional operating rules but not contrary to these Regulations, given that they have been submitted to and approved by the Executive Committee.

SECTION 7: RESPONSIBILITIES OF COMMITTEES

SUB-SECTION 1: FINANCE AND RESOURCE MOBILISATION COMMITTEE

Article 32: Responsibilities of the Committee in charge of the budget and finance

This Committee shall have, inter alia, the following functions:

- i) To review the preparation of the draft budget of the Association in collaboration with the Executive Secretary and present it to the Executive committee of the Association and to be approved by the General Assembly;
- ii) To monitor the implementation of the budget;
- iii) To develop and implement procedures for management and control of the assets of the Association;
- iv) To monitor proper use of assets of the Association and submit ad hoc reports to the Executive committee of the Association;
- v) To participate in the development of the draft annual action plan, five-year plan and the strategic plan;

- vi) To participate in the identification of donors and partners of the Association in order to promote its activities;
- vii) To issue recommendations in the recruitment of the external auditors;
- viii) To participate in the study and development of the income-generating projects for the Association;
- ix) To perform any other tasks given by the General Assembly.

SUB-SECTION 2: THE COMMITTEE OF PROFESSIONAL DEVELOPMENT

Article 33: Responsibilities of the Committee in charge of Professional Development and Research

This Committee shall have, inter alia, the following functions:

- i) Proposing and monitoring the training of interns;
- ii) Developing the guidelines for the supervision of internship;
- iii) Preparing assessments of internships and make reports of results;
- iv) Receiving and approving the reports of the interns and submit them to the President of the Association;
- v) Preparing continuing training for Members of the Association;
- vi) Promoting research within the Association;
- vii) Perform any other task given by the General Assembly.

SUB-SECTION 3: DISCIPLINE AND CONFLICT RESOLUTION COMMITTEE

Article 34: Responsibilities

The Disciplinary Committee shall be competent to decide on matters relating to discipline, behavior and compliance with laws and regulations by members. Specifically, the committee is responsible:

- i) To consider all claims that is linked with the discipline of Members;
- ii) To examine on all issues referred to it and make recommendations to take disciplinary measures provided for by the Law and by-laws;
- iii) To fight injustice and discrimination;
- iv) To monitor the conduct and the practice of members;
- v) To ensure compliance with the laws and regulations governing the members of the Association;
- vi) To perform any other task given by the General Assembly.

SUB-SECTION 4: MEMBERSHIP AND LICENSING COMMITTEE

Article 35: Responsibilities

The Membership and Licensing Committee shall be competent to propose and give opinion on matters relating to membership and practicing licenses in compliance with applicable laws and regulations. Specifically the committee is responsible for:

- i) Ensuring all matters in relation to membership, Registration, Admission and licensing of practitioners are done in accordance with the laws and regulations.
- ii) Analyzing applications for membership and licenses to the Association and organize tests for candidates whose files are complete;
- iii) Establishing the list of members fulfilling the requirements of supervisors of interns;
- iv) Developing the guidelines for the supervision of internship;

- v) Receiving and assessing for approval the reports of the interns and proposals for promotion to an upper Class of membership;
- vi) Perform any other task given by the General Assembly.

SUB-SECTION 5: AUDIT COMMITTEE

Article 36: Responsibilities

The Audit committee shall have the following responsibilities:

- i) Review the report(s) of External Auditor (s);
- ii) Audit the Accounts of the Association and submit a report to the Executive committee to present annually to the General Assembly;
- iii) To look into and report on the finances of the Association to the Executive committee from time to time;
- iv) Audit the Physical Assets of the Association;
- v) Decide on sale of assets of the Association;
- vi) Decide on the disposal of Association Assets;
- vii) Perform any other task given by the General Assembly.

SUB-SECTION 6: AD HOC COMMITTEES

Article 37: Establishment

The General Assembly may occasionally establish ad hoc Committees responsible for specific issues which fall out of the authority of the Committees within or whose creation would simply be justified by the circumstances and the mandate, duration and logistical means necessary shall be availed accordingly.

SECTION 8: GENERAL PROVISIONS TO ALL ORGANS OF THE ASSOCIATION

Article 38: Term of office

The members of Standing Committees of the Association shall be elected for a term of office of three (3) years renewable only once. The Registrar shall serve for two consecutive terms non-renewable.

The term of office of a member which expires during the year shall be extended until the next General Assembly.

Article 39: Conflict of interest

No one shall intervene or take part in the vote on a question in which he/she has, directly or indirectly, a personal interest, unless specifically invited to clarify by the Chairperson of the meeting.

Article 40: Facilities extended to members of the organs of the Association

The President of the Association, members of the Executive Committee of the Association and Committees shall receive facilitation and sitting allowances under the conditions determined by the General Assembly of the Association.

Article 41: Support to the organs of the Association and supervision of the Committees

The President and the Executive Secretary of the Association provides permanent support to the organs and Committees of the Association.

The Executive Secretariat of the Association facilitates the work of the Committees, receives their reports and makes recommendations to the Governing executive committee.

Article 42: Vacancy within the Committees

In case of a vacancy within the composition of any of the Committee of the Association, the President of the Association shall organize the replacement in the next General Assembly of the Association. The election to fill any vacant post shall be conducted only if the term of office remaining is equal or more than one year.

SECTION 9: ASSETS OF THE ASSOCIATION

Article 43: Assets of the Association

The assets of the Association shall comprise, either in possession or property, movable property and real estate necessary for the fulfillment of its mission. It shall emanate from contributions, donations, legacies, revenues, and grants from the State and/or any other organization.

Article 44: Income generating activities

The Association shall have the right to generate its own income through its expertise in collaboration with members and/or assets;

Any member who shall perform any activity generating income on behalf of the Association shall have the right a share on the generated income. That share shall be negotiated on case by case basis.

Article 45: Purpose of income and property of the Association

The income and property of the Association shall be applied solely towards the achievement of the objectives and goals of the Association.

SECTION 10: EXECUTIVE SECRETARIAT OF THE ASSOCIATION

Article 46: Procedure for the day-to-day management

The day-to-day management of the Association shall be done according to its Manuals of Procedures formulated by the executive committee and approved by the General Assembly prior to application. The Manuals must include specific provisions concerning:

- i) Administrative procedures;
- ii) Financial and Accounting Procedures;
- iii) Assets management;
- iv) Procedures for auditing;
- v) Procedures for the procurement;
- vi) Reporting Procedures;
- vii) Marketing and Social Media Procedure;
- viii) Human resources management procedures.

The Manuals shall be regularly updated to reflect the needs of the Association and the requirements for accurate management. The General Assembly shall determine any other provisions required, as needs arise. The executive committee shall initiate any such need for update.

Article 47: Duties of Executive Secretary of the Association

The day-to-day management of the Association shall be carried out by an Executive Secretary assisted by a set of staff recruited by the executive committee of the Association.

The Executive Secretary shall serve as a Chief Budget Manager of the Association regularly and joint signatory of accounts of the Association.

In addition to the day-to-day management of the Association, the Executive Secretary shall assist on daily basis the President of the Association, the executive committee of the Association as well as the Committees for the accomplishment of the mission of the Association.

Subject to the direction of the members of the Association, it shall be the duty of the Executive Secretary:

- i) to conduct the correspondence of the Association;
- ii) to attend all meetings of the executive committee;
- iii) to read all minutes and communications that may be ordered to be read; and
- iv) to superintend the publication of such papers and publications as the executive committee may direct. He or she shall also engage, subject to the approval of the executive committee, and be responsible for all persons employed by the Association. He or she shall conduct the ordinary business of the Association in accordance with the Internal Rules and Regulations as well as the directions of the executive committee.
- v) Keep all documents and records including records of all assets of the Association;
- vi) Prepare all documents to gazette as directed by the executive committee;
- vii) Take and keep minutes of the executive committee meetings;
- viii) Enforce decisions of the General Assembly and of the executive committee;

- ix) Keep the seal of the Association in such custody as the executive committee may direct; and
- x) Exercise and perform any other functions which the General Assembly and /or the executive committee may determine from time to time.

Article 48: Other Staff of the Association

Other staff shall be the employees of the Association, and shall be under supervision of the Executive Secretary of the Association. The executive committee shall determine their number and positions.

Article 49: Strategic Plan and Action Plan of the Association

The Association shall be managed in accordance with the strategic plan and the subsequent plans of action (action plans) formulated by the executive committee of the Association with the assistance from Executive Secretary. All such plans shall be approved by the General Assembly prior to implementation.

Article 50: Performance Contracts

On the basis of the strategic plan, the plans of action, adopted programs and budget, the executive committee of the Association and the Executive Secretary shall conclude a performance contract for the year. The Executive Secretary shall also conclude performance contracts with the secretariat staff. At the end of the fiscal year, the executive committee shall evaluate the performance contract and report to the General Assembly.

Article 51: Exceptional Activities and Expenses

The executive committee of the Association shall authorize unforeseen activities and expenses by reallocation of the budget line or budget review without exceeding 20% of the amount of the budget approved by the General Assembly. Any unforeseen activities and expenses approved by the executive committee shall be reported through minutes and resolutions of the executive committee meetings. Additionally, the executive committee shall also present to the next General Assembly on any such unforeseen activities and expenses.

SECTION 11: PROVISIONS RELATED TO MEMBERSHIP AND LICENSING

Article 52: Categorization of Members

As highlighted in the definition, RAPEP shall have members grouped in two categories;

Category A: Refers to members of the association who are licensed to conduct Environmental Assessments. This category has following classes:

- i. Lead expert
- ii. Associate expert
- iii. Junior expert
- iv. Firm of experts

Category B: Refers to members of the association who are not yet licensed to conduct Environmental Assessments as per RAPEP's law

Category B members are valued members of the Association and provide key insights into governance processes, as well as responsibility for the education of Rwanda's environmental students. They are awarded the same voting rights as category A members.

Article 53: Eligibility Criteria for 'Lead Expert'

Refer to Annex 1

Article 54: Eligibility Criteria for 'Associate Expert'

Refer to Annex 1

Article 55: Eligibility Criteria for 'Junior Expert'

Refer to Annex 1

Article 56: Eligibility Criteria for 'Firm of Experts'

To be eligible as a 'Firm of Experts', the company should be able to prove the following:

- At least one registered Lead Expert or Associate Expert.
- Copy of Company Registration Certificate from RDB,
- Reference letters indicating professional conduct and competency by three respected environmental professionals.

SECTION 12: ADMISSION AND TRANSFER OF MEMBERS

Article 57: Admission and Transfer of Members

The admission of candidates as members, licensing or transfer of members from one class to another shall be done approved by the General Assembly next following, upon recommendation of the membership and licensing committee after verification by the executive committee. Application for membership, license and transfer from one class to another shall be submitted using standard forms and shall be addressed to the President of the Association.

In the event of declining the application for admission, the executive committee shall notify the applicant in writing reasons behind the rejection.

Article 58: Refusal of Admission or Transfer

The Association, through its executive committee shall suspend membership and/or reject transfer from one class to another or remove from its registry, persons proven to have breached the Code of ethics, these regulations, and/or the Laws of Rwanda or any other state. All such actions shall only be temporary until approved by the General Assembly next following.

Article 59: Admission of Candidates on Payment of Admission Fee and Annual Subscription Prescribed

A candidate to admission shall pay annual subscription and/or licensing fee of transfer fee as set by these regulations

Should payment of such dues not be made within a period of 1 calendar month after the date of notification to the candidate of his or her admission, licensing or transfer, may be declared null and void by the executive committee and the candidate shall be notified accordingly.

A candidate for transfer to another class of experts should fulfill all obligations of his previous class.

SECTION 13: PROVISIONS RELATING TO PRACTICE

Article 60: Members Eligible to Practice

Subsequent to Article 54, 55 and 56 of these regulations:

- i) Lead, associate, junior experts and firm of experts are eligible to practice as professional environmental practitioners;

Article 61: Restrictions on Registration of Foreigners

A foreign person shall not be registered as a professional environmental practitioner unless:

- i) That person possesses the necessary qualifications recognized for the practice of Professional environmentalist in the country where he or she normally practices,
- ii) Before entering Rwanda he or she was practicing as a professional environmentalist and holds a valid license and
- iii) Provides three references proving prior working competency in environmental practice;

He or she must be a resident of Rwanda with a valid working permit.

Article 62: Temporary registration

A foreign person may be considered for registration as a temporary professional environmental practitioner if that person satisfies the Association, through its executive committee that:

- i) He or she is not ordinarily resident in Rwanda;
- ii) He or she intends to be present in Rwanda in the capacity of a professional environmental practitioner for the express purpose of carrying out specific work; and
- iii) he/she possesses the necessary qualifications recognized for the practice of professional environmental practitioner in the country where he or she normally practices;
- iv) An application for registration under this section shall be in the prescribed form and shall be accompanied by the prescribed fee as determined by the General Assembly of the Association;
- v) The executive committee may require an applicant to appear before it where it is in the process of considering his or her application and shall require every applicant to produce documentary evidence of his or her work or employment;

- vi) IV) The registration of such person under this article shall be valid for the duration of the work specified by the Association, through its executive committee;
- vii) Subject to sub-clause (4) above, the Executive Committee may approve temporary registration for a limited period.

Article 63 Effect of registration

Every person whose name has been entered in the Registry as a professional environmental practitioner shall, for as long as his or her name remains in the Registry and has a valid practice license, have the sole discretion of using the title '**EA expert**' under their names.

Article 64: Contents of the Registry of Members

- i) The Association, through Executive Secretary, shall keep and maintain a Register of all registered Members in such manner as the General Assembly may direct.
- ii) The Registry shall show the following details against the names of Members entered in the Registry:
 - a. Date of entry;
 - b. Physical Address;
 - c. Qualifications;
 - d. Class of membership;
 - e. Area of specialization;
 - f. Nationality; and
 - g. Other particulars as the General Assembly may direct.

Article 65: Removal of a Member from the Registry

The President of the Association shall remove from the registry, subject to approval by the General Assembly next following, the name of any Member:

- i) Convicted of an offence under these Regulations or any other applicable laws;
- ii) Who has failed to satisfy requirements for continuing profession development program;
- iii) Who requests that his or her name be removed from the Registry,
- iv) Any person whose name has been found to be incorrectly or fraudulently entered.

Article 66: Annual Practicing License

- (1) A person shall not engage in the practice of professional environmental practitioners if he/she has not been issued with a practicing license and has complied with the requirements of these regulations.
- (2) A practicing license issued under sub-clause (1) of this article shall be valid for one year from the date of its issuance, and shall upon expiry be renewed on payment of requisite fees as per annex 3 and meeting of set conditions for such renewal.
- (3) The Executive Secretary shall enter into the Registry the date of issuance of a practicing license of every person registered to practice in line with these regulations.

Article 67: Renewal of a Practicing License

- (1) A person or Firm whose practicing License has not been renewed for a year or longer and who wishes to have it renewed may apply to the Association, an application made under sub-clause (1) shall be accompanied by:
- a) an affidavit in a prescribed form explaining the reasons for non-renewal;
 - b) annual license fee for the current practicing period and any unpaid fees outstanding including penalties as prescribed by the General Assembly (except subject to justifiable and General Assembly approved special circumstances); and
 - c) Proof of fulfillment of all applicable conditions for renewal of a practicing certificate.
- (2) The executive committee may refuse to issue or renew a practicing license, and shall communicate the reasons for such refusal to the applicant within Thirty (30) days of after making the decision.

Article 68: Suspension of a Practicing License

The Association, through its executive committee may suspend a practicing license issued under these regulations where:

- a) An offence under these rules and regulations in relation to the practicing member is being investigated;
- b) A member has committed a breach of the Code of Ethics and Professional
- c) Allegations of misconduct have been investigated and proved against a practicing member;
- d) A false declaration was made in an application for a practicing license;
- e) A practicing member has contravened any provision of these rules and regulations;

Article 69: Cancellation of a Practicing License

The Association, through its executive committee, shall cancel a practicing license where a practicing member:

- i) Ceases to be qualified for the issue of a practicing License under these rules and regulations;
- ii) Has been suspended due to misconduct for a time period deemed to be unacceptable by the General Assembly.

All such cancellations shall be approved by the proceeding General Assembly.

Article70: Effect of Removal of Name, Suspension or Cancellation of a Practicing License

- (1) A person whose name has been removed from the Registry or whose practicing License issued under these rules and regulations has been suspended or cancelled shall not engage in the practice of professional environmental practitioners during the duration of removal of name, suspension or cancellation of the practicing License.
- (2) Subject to sub-clause (3) of this article below, the President of the Association shall notify a person whose name has been removed from the Registry, by registered electronic mail or registered mail sent to the address appearing in the Registry against his or her name immediately before the removal.

(3) Sub-clause (2) of this article shall not apply where a person's name has been removed from the Registry at his or her request or with his or her consent.

Article 71: Publication upon Cancellation, Revocation, of a Practicing License

The cancellation, revocation or withdrawal of a practicing License under these rules and regulations shall be published via electronic mail communication to all members, published on the RAPEP website, and also published in at least One (1) newspaper with a national circulation determined by the executive committee. Such publication shall be notified at the proceeding General Assembly.

SECTION 14: PROVISIONS RELATED TO ADMISSION FEES AND ANNUAL SUBSCRIPTION

Article 72: Application Fee

Subsequent to section 11 of these regulations, application fees prescribed by the General Assembly shall be applied to all classes of membership regardless of whether application is successful or not, this fee shall be non-refundable. However, current RAPEP members and EA experts are exempted of this fee.

Article 73: Payment of Membership Fee

Membership fee prescribed by the General Assembly shall be applicable to all members except Honorary Members. This fee shall be paid upon notification of admission as a Member, not later than the next 30 calendar days. This fee shall be non-refundable.

Article 74: Annual Licensing Fee

Annual Licensing fee prescribed by the General Assembly shall be applicable for all licensed members. The annual licensing fees shall be payable every year no later than 30th March or any other date prescribed by the General Assembly. This fee shall be non-refundable.

SECTION 15: PROVISIONS RELATED TO RESIGNATION, RE-ADMISSION AND EXPULSION

Article 75: Resignation

Any member of the Association, apart from honorary member, may resign as a member of the Association by sending his or her resignation in writing to the President of the Association, after payment of all the outstanding dues; including those for the current year. A member's name shall be removed from the Registry as from the date on which the resignation becomes effective.

Article 76: Re-admission

The General Assembly, on recommendation of the executive committee, may re-admit to membership, in the class to which a member formerly belonged, any person whose membership was terminated for any cause provided the member satisfies the prescribed requirements and

established procedures and practices approved by the General Assembly on the matter of re-admission.

Any re-admitted member shall first pay all such amounts in respect of admission fees and any arrears of dues as the General Assembly may determine from time to time.

In the event of the executive committee declining the application for re-admission, it shall do so by assigning reason(s). Any such rejection shall be communicated to the General Assembly next following.

Article 77: Expulsion

The Executive Committee, by resolution of General Assembly, may refuse to continue to receive the subscription of any member who shall have willfully acted in contravention of the Laws and Regulations of the Association or who shall have been guilty of such conduct to render him or her unfit to continue to belong to the Association, and may provisionally erase his or her name from the Registry and he or she shall thereupon cease to be a member of the Association until the decision of the General Assembly is communicated. This shall be communicated to Regulatory Council of RAPEP.

It shall be provided that before taking such an action, the executive committee shall give the member the opportunity of appearing before them or providing explanations to them in writing.

SECTION 16: PROVISIONS RELATED TO PROFESSIONAL CONDUCT

Article 78: Conduct of Members

Every member of Association shall be required to order his or her conduct in accordance with the Laws, by-laws and Code of Ethics and Professional Conduct.

Article 79: Penalty for Breach of Conduct

Any alleged breach of Laws, By-Laws, Code of Conduct which may be brought before the executive committee. Following review by the appropriate committee properly assured for and supported by sufficient evidence, shall be dealt with by executive committee through disciplinary committee, either by recommendation to the General Assembly of expulsion of the offender from the Association under the procedure of the Bye-Law, as far as it applies, or in such manner as the General Assembly may decide adequate.

SECTION 17: PROVISIONS RELATED TO THE EMPLOYEES OF THE ASSOCIATION

Article 80: Employment

The executive committee shall have the power to hire the necessary staff of the Association. All employment Contracts shall be approved by the executive committee, and signed by the Executive Secretary of the Association.

All staff employed by the Association shall be governed by the Labor Law in force in accomplishment of their duties, and shall be under supervision of the Executive Secretary.

Article 81: Recruitment

The recruitment shall be done on competition basis and only when there is a vacancy duly approved by decision of the executive committee of the Association. All recruitment needs and undertakings shall be in line with the Association's strategic plan and action plans, and must be communicated to the General Assembly next following.

The practical arrangements for recruitment, the responsibilities, rights and obligations, as well as the career management of staff shall be determined by the executive committee of the Association, in line with Manuals of Procedures approved by the General Assembly.

The Executive Secretary of the Association shall sign employment contracts for all officers of the Association. He/she shall conclude his/her employment Contract with the President of the Association.

SECTION 18: PROVISIONS RELATED TO FINANCIAL MANAGEMENT

Article 82: Money and Effects

The money and effects of the Association shall be controlled by the executive committee for the use of the Association in the achievement of its goals and objectives. The association's Treasurer shall be directly involved in all such controls. All uses of the money and effects shall be regularly communicated to the General Assembly through audited accounts and financial reports, as appropriate.

Article 83: Accounts

The Executive Secretary shall keep proper and sufficient accounts of the capital, funds, income and expenditure of the Association, so that the true financial state and condition of the Association may be at all times exhibited by such accounts.

The signatories of the Accounts of the Association shall be the one member of the executive committee appointed by the executive committee and the Executive Secretary of the Association.

Article 84: Financial Year and Presentation of Accounts

The financial year of the Association shall end on the 31st Day of December of each year. And the accounts of the Association shall be made up each year to that date and, after having been approved by the executive committee and audited by appointed Auditor(s) shall together with the Auditors' Report be laid before the Annual General assembly Meeting next following.

Article 85: Appointment of Internal and External Auditors

The appointment, powers and duties of the Auditor or Auditors shall be regulated as nearly as may be and with the necessary modifications as if the Association is a company registered in Rwanda. And the Manuals of Procedures shall include such provisions.

Article 86: The executive committee to authorize the Payment of Expenses of the Association

It is provided that nothing herein shall prevent the payment in good faith or reasonable and proper remuneration to any Officer or Servant of the Association or to any Member of the Association or other party in return for any service actually rendered to the Association.

SECTION 19: PROVISIONS RELATED TO THE SOCIAL WELFARE OF MEMBERS AND SOCIETAL WELLBEING

Article 87 Welfare Matters

The Association shall encourage and endorse all matters that seek to enhance the welfare of members.

Welfare matters shall include but not limited to the following:

- i) Employment Seeking,
- ii) Job Placement,
- iii) Entrepreneurship opportunities and promotion,
- iv) Esprit de Corps (giving due recognition to Members),
- v) Severe (medically approved) incapacitation of a member, and
- vi) Death of a member.

Article 88: Procedure for Notification and Attendance

a) A member on their own behalf or another member shall notify the President of the Association and copy the appropriate committee(s) in writing of his welfare need(s).

b) The Executive Committee shall appoint a delegation of suitable number of members to represent the Association in such matter, including those from of the requisite committee(s).

c) The Executive Committee shall encourage members to attend or visit, on such aforesaid matters.

All such matters shall be communicated to the General Assembly next following.

Article 89: Social Assistance

a) The above provisions shall be carried out in the event of severe incapacitation or death of a member.

b) The General Assembly next following shall determine the social assistance to be given to the severely incapacitated member.

c) The Executive Committee shall encourage individual goodwill or donations of members in addition to (b) above.

Article 90: Recreation and Social Events

The Association shall, through its executive committee formulate recreational program and social events as a social welfare and health component of the association's strategic and action

planning. Such activities shall be contributed to by members, following the General Assembly's direction.

Article 91: Contribution to Societal Wellbeing

In addition to its societal contributions in community work programs (umuganda) and the environmental week, the Association shall, through its executive committee formulate programs and events that contribute to societal wellbeing principally through applying best practices in environmental management to varied community challenges as well as national poverty reduction strategies; encouraging members to actively participate in all parts of the country and the region. Such activities shall be contributed to by members, following the General Assembly's direction.

SECTION 20: CAPACITY BUILDING FOR MEMBERS OF THE INSTITUTION

Article 92: Capacity Building Facilitation

The association shall facilitate to strengthen the professional capacity of its members through Seminars, Conferences, Trainings, Job placements, internships and apprenticeships, amongst other modalities.

Any member proposed to attend such capacity building activities shall contribute towards the participation fees.

The executive committee shall formulate and recommend to the General Assembly modalities, policy and guidelines/manuals for Continuous Professional Development (CPD) activities and programs

Article 93: Benefits for Students in Environmental Related fields

RAPEP membership shall offer benefits and opportunities for students undertaking environmental courses. Additionally, students may derive the following benefits whose list is by no means exhaustive as may be advised by the General Assembly from time to time Students may:

- i) Have access to RAPEP publications and can also apply publish articles in them;
- ii) Network with Professionals in the field and benefit from their knowledge and experience;
- iii) Make use of the RAPEP library and other facilities;
- iv) Request specific members' assistance when doing project work or academic research;
- v) Benefit from the RAPEP's varied links with other professional environmental practice bodies;
- vi) Benefit from RAPEP assisted industrial placements and internships; and
- vii) Benefit from RAPEP hardship Bursary/scholarship schemes.

SECTION 21: PROMOTION OF RESEARCH AND INNOVATION

Article 94: Research and Innovation Undertakings/Collaborations

The executive committee shall formulate and recommend to the General Assembly research and innovation activities, to be undertaken within RAPEP and/or through collaborations with members or academic and research organizations of interest. Such activities shall be focused on promoting,

adapting and devising solutions to national, regional and international sustainable development challenges and job creation efforts.

Article 95: Technology Transfer and Publications

The Association, through its executive committee, shall devise modalities for communication and transfer of technologies and solutions in line with the objectives of the association, through but not limited to journal publications, documentaries, nation community work programs (umuganda), environmental week, multimedia supplements, books, conferences, seminars and workshops.

SECTION 22: PROFESSIONAL LIFE OF MEMBERS

Article 96: With Regards the Fellow Members

Notwithstanding of the Professional Code of Ethics, RAPEP members shall owe regard to each other; ensuring courtesy governs relationships in all circumstances bound by the RAPEP Code of Ethics.

Article 97: Relations with the Public, Clients and Employers

Notwithstanding of the Professional Code of Ethics, RAPEP members shall owe regard to the public, clients and employers; showing dignity, delicacy and loyalty in all dealings bound by the RAPEP Code of Ethics.

All members of the Association shall be obliged to take an oath of Code of Ethics to be presided over by the executive committee.

SECTION 23: PROVISIONS RELATING TO OFFENCES AND PENALTIES

Article 98: False Registration or Practicing

- i) Without prejudice to Organic Law instituting the Penal Code in Rwanda, a person who willingly procures or attempts to procure registration or practicing under the provisions of these rules and regulations by making or producing or causing to be made or produced any false or fraudulent representation or declaration, either orally or in writing, commits a fault and is liable on conviction to a fine of amount of money determined by General Assembly annually;
- ii) Where an offence under this section (Section 23) is committed by a legal person, that legal person shall be liable on conviction to a fine of amount of money determined by General Assembly annually;
- iii) The Executive Secretary shall remove from the Registry the name of any person registered or practicing under these rules and regulations who is convicted of an offence under this section (Section 23) and cancel the practicing certificate held.

Article 99: Professional Misconduct

Without prejudice to the RAPEP Code of Ethics provisions, a person who is registered to practice as a professional environmental practitioner under these rules and regulations commits an offence of professional misconduct if that person:

- i) Deliberately fails to follow the standards of conduct and practice of the environmental practitioner's profession set by the members;
 - ii) Commits gross negligence in the conduct of his professional duties;
 - iii) Allows another person to practice in his or her name, where that person:
 - a. is not a holder of a practicing license;
 - b. is not in partnership with him or her;
 - iv) takes advantage of a client by abusing position of trust, expertise or authority;
 - v) lacks regard or concern for client's needs or rights; or
 - vi) Shows incompetence or inability to render professional environmental assessment services.
- ii)

Article 100: Prohibition for the Use of the term EIA expert by Unregistered Persons

(1) The terms "EA expert" are protected under these rules and regulations and shall only be applied to persons or bodies fulfilling the requirements of these rules and regulations.

(2) A person who, being not registered and authorized to practice under these rules and regulations willfully and falsely takes or uses in any way the style or form or title of "EA expert" in describing his occupation or his or her business or any other name, style, title, addition or description implying whether in itself or in the circumstances in which it is used, that such person or body or persons shall commit an offence of abuse of power and shall be liable and punished by the Organic Law instituting the Penal Code in Rwanda into force.

Article 101: Prohibition on Employment of Unregistered Persons

Without prejudice to the provisions of Organic Law instituting the Penal Code in Rwanda, any registered organization or firm which willfully and falsely employ unregistered person to act as "EA expert" shall be committed a professional fault in relation with these rules and regulations and shall be liable for a fine of an amount of money prescribed by the General Assembly annually. In case such organization or firm is not registered within the Association, the Association shall be obligated to sue such organization or firm in pursuant of the law governing the practice of the professional environmental practitioners in Rwanda.

SECTION 24: PROVISIONS RELATED TO DISSOLUTION OF ASSOCIATION, TRANSITIONAL AND FINAL PROVISIONS

Article 102: Procedure and Disposal of Residual Assets

If upon the winding up or dissolution of the Association there remains after the satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other Association or Associations having objectives similar to the objectives of the Association. Such Association or Associations shall be determined by the members of the Association at or before the time of dissolution.

Article 103: Savings

All undertakings done before the coming into effect of these Rules and Regulations, that were/are in line with the law governing the practice of the profession of environmental practitioners in Rwanda, shall be treated as lawfully done and the registrations shall continue to be valid until they are cancelled or otherwise rendered invalid under these Rules and Regulations.

Article 104: Repealing Provision

All prior provisions contrary to these rules and regulations are hereby repealed.

Article 105: Commencement

These rules and regulations come into force on the date of their adoption by members of **Rwanda Association of Professional Environmental Practitioners (RAPEP)**

Done at Kigali, On

Signature:

President of Rwanda Association of Professional Environmental Practitioners (RAPEP)

Signature:

Vice President of Rwanda Association of Professional Environmental Practitioners (RAPEP)

Signature:

Secretary of Rwanda Association of Professional Environmental Practitioners (RAPEP)

ANNEX

Criteria for licensing

The criteria to be used to assess applications for licensing in all levels should include qualifications in an environmental discipline, all applicants must demonstrate that they have been predominantly involved in relevant EIA work experience and for higher level categories; applicants should demonstrate core competencies in EA.

Table 1: Education and experience required per category of licensing

Class of expert	Minimum academic qualification from a recognized university in environmental sciences or related¹ disciplines	Minimum relevant working experience in Environmental assessments
Junior expert <i>An expert who has recently graduated university and has commenced the practice of environmental works.</i>	Bachelor degree Or Masters degree	0 years experience
Associate expert <i>A early to mid-career practicing environmental specialist with a minimum of 4 years of experience since completing university. Consolidating experience on complex projects with evidence of collaboration with other environmental professionals.</i>	Bachelor degree Or Masters degree Or PhD	4 years experience 3 years experience
Lead expert <i>A leading environmental professional with at least eight years of practical experience, experience in project and personnel management and capability to supervise and mentor associate and junior experts.</i>	Bachelor degree Or Masters degree Or PhD	10 (suggested by the GA) years experience (or) 4 years as an associate expert 7 years experience (or) 3 years as an associate expert 5 years experience (or) 2 years as an associate expert

¹ Pure or applied natural sciences including: Biology, Geography, Chemistry, Agronomy

Core competencies required for any environmental expert are as outlined below but the requirements for the core competencies will differ with the levels of licensing categories.

- Holistic thinking
- Analytical skills
- Integration and synthesis of biophysical and socio-economic issues
- Alternatives analysis
- Competence in each phase of the EIA process
- Application of the principles of sustainable development
- Understanding of relevant legal and policy requirements
- Project management skills
- Subcontracting and management of specialists
- Communication skills
- Reviewing

The method by which core competencies should be assessed by the licensing ad hoc committee is as outlined below:

- Junior expert
 - Internship certificate;
 - CV ;
 - Summary of completed projects and roles;
 - References from one (1) client or other professional in the field;
 - Degree certificates
- Associate expert
 - CV;
 - Summary of completed projects and roles;
 - Degree certificates
 - References from three (3) clients or other professionals in the field;
 - Other relevant supporting documentation.
- Lead expert
 - CV;
 - Summary of completed projects;
 - Degree certificates;
 - References from three (3) clients or other professionals in the field;
 - Other relevant supporting documentation.

Upgrade Applications

Registrants may wish to upgrade to a higher level once they have attained the necessary experience and personal attributes and skills. To do this the applicant will be required to submit:

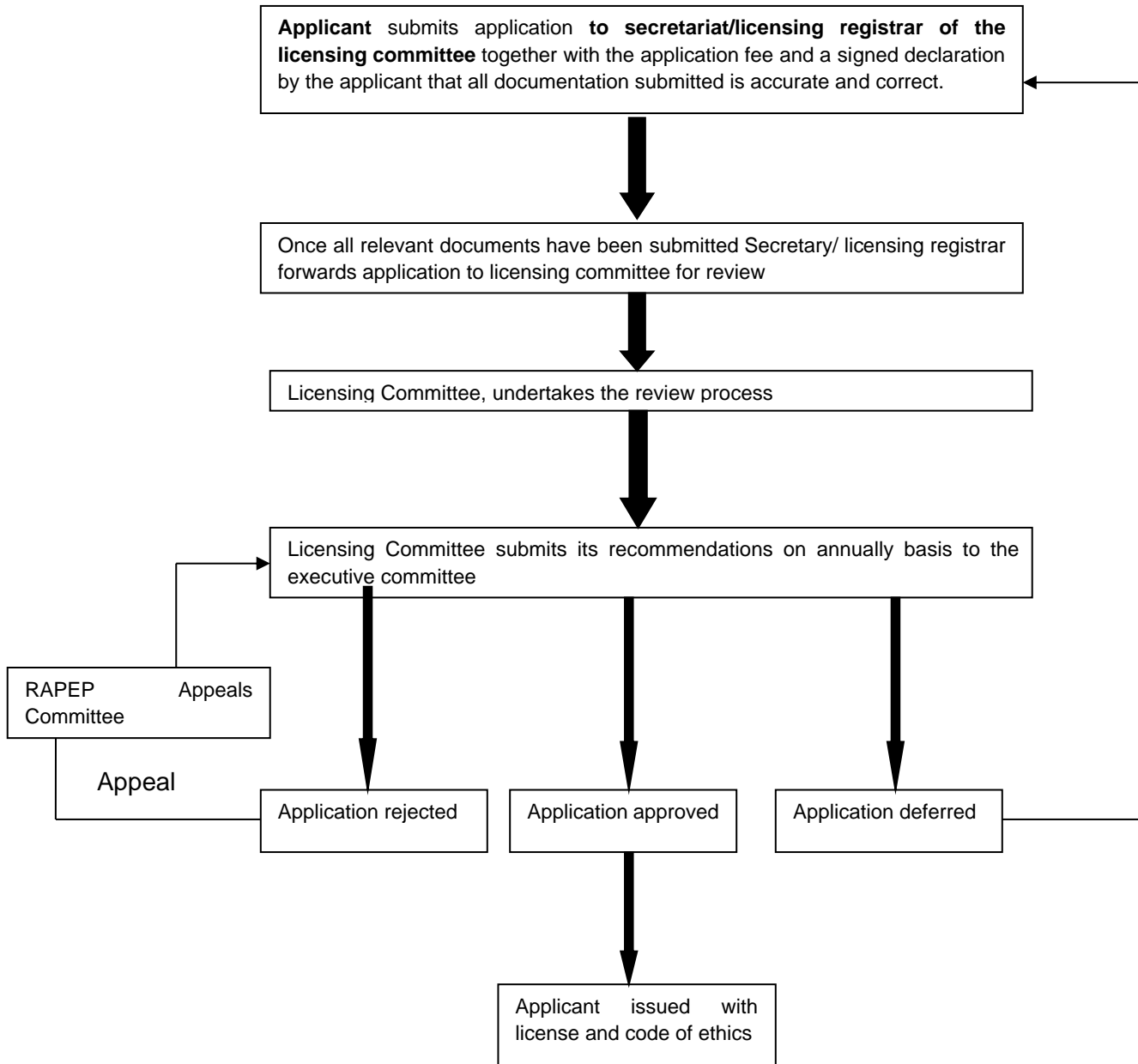
- a covering letter stating their intention to upgrade and to which level;
- Portfolios of work and/or a briefing summary depending on level being applied for.
- log-sheets detailing any EA work they have completed since they first applied to the scheme; and
- The upgrade will be considered as a new application and will be charged accordingly.

Process for licensing

Licensing process is as outlined below:

- Applicants must apply for licensing using the appropriate application form, depending on the category being applied for;
- Forms will be available on a website, or may be requested from RAPEP secretariat ;
- The forms must be accompanied by a comprehensive CV other documentation as required for the category being applied for;
- The application must be accompanied by a fee, which will be non-refundable in the event that the application fails;
- Applications must be submitted at least 2 weeks before the annual licensing ad hoc committee meeting to the Secretary by email or personal delivery at RAPEP secretariat;
- The applicants will receive a response no more than 2 weeks after the licensing committee meeting review meeting;
- Successful applicants will be issued with a formal certificate signifying that they are certified EA experts;
- An EA expert must re-apply to move up to the next category of licensing.
- The licence shall be valid for one year renewable if the applicant still meets the requirements.

SCHEMATIC DIAGRAM FOR LICENCING PROCESS



RAPEP Annual Fees

Application Fee

	Fees (Rwf)
Individual	10,000
Firm of expert	30,000

Annual Membership fees for individual experts

Members	Fees (Rwf)
Citizen	50,000
Resident	150,000
Non-resident	250,000

Annual Licensing fees for individual experts

Class of Experts / License	Fees (Rwf)		
	Citizen	Resident	Non-resident
Junior	50,000	100,000	200,000
Associate expert	100,000	150,000	250,000
Lead expert	150,000	200,000	300,000

Annual Licensing fees for firm of experts

Firm of experts	Fees (Rwf)
Local	300,000
International	1,000,000

RAPEP guide for minimum daily professional fees

Class of Experts / License	Minimum daily fee (Rwf)
Junior	200,000
Associate expert	200,000
Lead expert	200,000

RAPEP guide for minimum² man days per type of study

Category of study	Minimum man days
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² This means the shortest time (expressed in man days) that an environmental study of a plan can take. The estimation was based on the smallest study (EMP) and the simplest project that can exist.

EMP	10
ESMP	20
EIA	30
RAP/ESIA	40
SEA/ EAu	60

Requirements for Continuous Professional Development

Registrants should develop their personal attributes and skills by:

- ensuring that their knowledge of EA and impact assessment techniques is current best practice;
- ensuring that their knowledge of environmental laws, regulations and procedures is current;
- undertaking refresher environmental trainings where necessary; and
- ensuring that their experience in the execution of relevant EA work is current and maintained.
- all registered individuals and firms are required to keep a log of relevant experience and training, which must either be signed-off by their employer or client, or be substantiated by documentary proof.

Log-sheets must be submitted to the RAPEP on an annual basis at the time of renewal of registration or upon request.

The aim of continuing professional development (CPD) is to ensure that junior experts are suitably informed of trends and developments in EA, including the legal requirements, policy objectives, EA procedures and tools.

The appropriate type of CPD per EA Experts category, a working definition of CPD requirements per EA Experts category is provided in the RAPEP Action Plan.

Code of Ethics and Professional Conduct

Compliance with this Code of Ethics and Professional Conduct is central to sound environmental practice and the credibility of the profession, and is required for persons who are members of the Rwandan Association of Professional Environmental Practitioners (RAPEP).

This Code of Conduct was ratified by the General Assembly on **the 9th day of November 2017**

Environmental practitioners are committed to practice in accordance with this Code of Ethics and Professional Conduct, and accept personal accountability for professional conduct.

This Code commits environmental practitioners to:

PROMOTE ENVIRONMENTAL PRINCIPLES

- (a) Advocate the integrity of the natural environment and the health, safety and welfare of the human community and future generations as being central to environmental practice;
- (b) Advocate the protection of environmental values and the mitigation of environmental harm, based on objective scientific and technical knowledge;
- (c) Advocate and undertake environmental practice in accordance with principles of environmental stewardship, resilience and sustainability, with a view to achieving no net loss of environmental values and preferably a net gain, and to an appropriate standard.

DEMONSTRATE INTEGRITY

- (a) Be honest and trustworthy, avoid misrepresentation or obfuscation, distinguish between fact and opinion, and state opinions which are honestly held;
- (b) Respect obligations of confidentiality, privacy and intellectual property;
- (c) Be objective, seek peer review and other quality assurance of work as appropriate, and accept as well as give honest and fair criticism when required;
- (d) Avoid or manage conflicts of interest, and make all relevant parties aware when there is such a conflict.

REPRESENT AND PROMOTE THE PROFESSION

- (a) Promote and provide leadership in the adoption of high standards of environmental practice;
- (b) Contribute to the development and maintenance of knowledge about environmental practice and standards of professional competence;
- (c) Support others in their development as environmental practitioners;
- (d) Do not advertise or represent services, or those of another, in a manner that may bring discredit to the profession.

PRACTICE COMPETENTLY

- (a) Provide services at an appropriate standard as required to achieve or foster optimal environmental outcomes;
- (b) Only practice and offer services in functional areas and specializations in which one is appropriately qualified, experienced and competent;
- (c) Comply with all applicable governing laws and statutory requirements, and actively discourage non-compliance by others;
- (d) Promote the involvement of all stakeholders and the community in decisions and processes that may impact on environmental values;
- (e) Respect the contribution of other professionals and collaborate in multi-disciplinary approaches;
- (f) Be diligent in practice, providing accurate, up-to-date, objective, impartial and unbiased advice;
- (g) Acknowledge data and information sourced from others, and be accountable for data collected, analyses performed and conclusions drawn or plans developed as part of an assignment;
- (h) Be prepared to explain work and conclusions drawn, and provide the evidence on which the work is based;
- (i) Continuously update and develop skills through relevant professional development as a basis for competent practice.

I, _____ commit to adhering to and promoting this code of ethics and professional conduct within all aspects of my work.

Name: _____ Date: _____

Signature:

Application Forms

F1: Membership application form

I. Identification

Name:	
Date of birth	
Sex	
Citizenship	
ID Document Type (Passport or National ID)	
ID document Number	
Physical address	
Email:	
Tel	

II. Qualifications

II.1. Academic

Highest academic degree	Field	University	Completion Year
Other degrees			

II.2. Short courses/Trainings

Title of course /Training	Organizer	Period	Venue

Please ensure that the documentation required for your application is attached:

Copy of an environmental science degree, or related disciplines

Detailed CV

Extract of criminal records

Proof of payment of membership fees

I confirm that the information I have provided on this form is true and correct.

Name: _____ Date: _____

Signature:

REVIEWERS DECISION

Decision made	SUCCESSFUL		UNSUCCESSFUL	
Reviewer Names:				
Review Date				

Notes:

Stamp:

F2: Practice license application form

I. IDENTIFICATION

Name of the Applicant (individual or firm)	
Name of firm's representative (if applicable)	
National or international	
Physical address of the applicant	
Email:	
Tel:	

II. SUBMISSION REQUIREMENTS:

Please refer to the Criteria for Licensing of Environmental Assessment Practitioners contained in the RAPEP's Internal roles and regulations document.

Category	Requirements
Lead Expert	<p>Proof of possession of an environment related degree, or a degree with a substantial environmental component will satisfy the 'minimum requirement'.</p> <p>Eight (8) or more years of full time equivalent experience in the functional areas of environmental practice. This recognizes supervisory, research, policy, regulation, community conservation work and teaching.</p> <p>Signed statement of Ethical Conduct in the Environmental Consulting Sector</p> <p>Reference letters indicating professional conduct and competency by three respected environmental professionals and/or clients.</p> <p>Commitment to ongoing Professional Development.</p>
Associate Expert	<p>Proof of possession of an environment related degree, or a degree with a substantial environmental component will satisfy the 'minimum requirement'.</p> <p>Four (4) or more years of full time equivalent experience in the functional areas of environmental practice. This recognizes supervisory, research, policy, regulation, community conservation work and teaching.</p> <p>Signed statement of Ethical Conduct in the Environmental Consulting Sector</p>

Category	Requirements
	<p>Reference letters indicating professional conduct and competency by three respected environmental professionals and/or clients.</p> <p>Commitment to ongoing Professional Development.</p>
Junior Expert	<p>Proof of possession of an environment related degree, or a degree with a substantial environmental component will satisfy the 'minimum requirement'.</p> <p>Signed statement of Ethical Conduct in the Environmental Consulting Sector</p> <p>Reference letters indicating professional conduct and competency by one respected environmental professional inclusive of university staff.</p> <p>Commitment to ongoing Professional Development.</p>
Firm of Experts	<p>At least one member registered as a Lead Expert</p> <p>At least one member registered as an Associate Expert</p> <p>Copy of Company Registration Certificate from RDB</p> <p>Reference letters indicating professional conduct and competency by three respected environmental professionals,</p>

III. ADDITIONAL REQUIREMENTS

Please ensure that these additional requirements for your application are attached:

Proof of payment of licensing fees

Signed of code of Ethic and Professional conduct

SIGNATURE OF APPLICANT

DATE

IV. REVIEWERS DECISION

Decision made	SUCCESSFUL		UNSUCCESSFUL	
Reviewer Names:				
Review Date				

Notes:

Stamp: