

European Group of Surveyors

EurGeo

Operating Rules of the EurGeo electronic Professional Card system

1. Outline of System

The EurGeo system has been set up to facilitate free movement of professionally qualified surveyors within the European Union and European Economic Area. It forms the second part of three-part system of mutual recognition of qualifications:

1. The legislative framework provided by Article 43 (freedom of establishment), Article 47 (Freedom to provide services) of the Treaty of Amsterdam, and the general directives on mutual recognition of professional qualifications (89/48/EEC, 92/51/EEC and 2005/36/EC);
2. A practical system for establishing multi-lateral mutual recognition arrangements within the legislative framework of the EurGeo system;
3. Bi-lateral agreements between professional bodies on the adaptation requirements necessary for migrant professional to practice in another member state.

These rules set out what the migrant surveyor, the national bodies and the EurGeo Registry must do in order to properly operate the system.

2. The Individual Surveyor

A surveyor wishing to obtain a EurGeo electronic Professional card should go to the EurGeo website (<http://www.europeansurveyor.org>) and either:

- Fill in an application on line or
- Download an application form.

The applicant should complete this with the

details of their education, training and areas of competence as described on the form, return these to their qualifying body with a payment of 50€. If the applicant is accepted by their qualifying body their electronic professional card will be entered on the EurGeo website, and this will be valid for five (5) years. If an organisation either a Member of the European Group of Surveyors or or Associate Member, refuses to recognise the migrant's qualifications as certified by EurGeo Electronic Professional card, the migrant has the right to take action under directive 2005/36/EC. The EurGeo Card holder will be advised to tell the Secretariat of their difficulties, and the Secretariat will notify the European Commission of the Organisation that refuses to recognise their qualifications.

If their application is refused because the applicant is deemed not to have met the EuGeo Professional Qualifications standards, they will receive a leaflet detailing their rights of appeal and a refund of 40€

4. The qualifying organisation

The applicant's qualifying organisation when receiving an application should verify the following points:

1. That the application form has been completed correctly;
2. That the information given by the applicant about their education, training, qualifications and work experience is sufficient for the issuing of the EurGeo electronic Professional card;
3. That the applicant is a member of good standing of that organisation.

If these three requirements have been met, then the organisation must authorise the issuing of

the EurGeo electronic Professional card and inform the applicant preferably by email within 14 days of receiving the application. If these requirements have been met, then the qualified individual may use the designatory letters “EurGeo” before or after their name in the normal manner used for display of qualifications. The organisation will keep the application form for its own records and will put its official stamp and date of issue on the registration card. The authorisation will be informed immediately to the EurGeo central registration. The EurGeo Registry will invoice the member organisation for the fee of 20€ for the EurGeo electronic Professional card issued periodically.

If these requirements are not met then the following action should be taken within 14 days of receiving the application:

1. If the application form has not been completed correctly it shall be returned to the applicant asking them to do so;
2. If the information given by the applicant about their education, training, qualifications and work experience is not true as far as the organisation is aware, it should inform the applicant, either notifying them of the rejection of their application or requesting further evidence of the qualifications or competence in order to complete the application;
3. If the applicant has not achieved the grade of membership as a result of their education, training and qualifications which is required for the issue of an EurGeo electronic Professional card the organisation should write to the applicant either notifying them of the rejection of their application and the reason why or inviting them to apply for the appropriate grade of membership;
4. If the applicant is not a member of good standing, the organisation should write to the applicant notifying them of the rejection of their application and inviting them to reapply when they have re-joined or paid their subscription and their membership is up-to-date.

In any of these cases the applicant shall be advised of their rights of appeal against the decision. The qualifying organisation is responsible for ensuring that the end of five (5) years its EurGeo registered members are encouraged to renew their registration, and that any updated information on qualifications or experience is properly recorded on the database. All other procedures on receipt of this renewal application are the same as described above.

4. The EurGeo Registry

The EurGeo Registry has the responsibility of maintaining the record of all EurGeo Professional cards issued by the qualifying organisations and for maintaining the EurGeo website. The EurGeo Registry will invoice the qualifying organisation for 20€

In addition, the Registry acts as the Secretariat of the appeals procedure. When notified by an applicant that they wish to appeal against the decision, the Registry will ask the applicant to give details in writing of the reasons why they believe that their application should have been granted and will ask the applicant to supply legally certified copies of any certificates or diplomas which they regard as being important to their case. The registry will ask the qualifying organisation for a copy of the application form and the reasons why the application was declined. When these documents have been assembled, they will be submitted by the Registry to the next meeting of the Appeals Committee.

5. Receiving Organisation

The holder of a EurGeo electronic Professional card should present the card as evidence of their qualifications to the appropriate qualifying organisation in the Member State to which they wish to migrate. The receiving organisation will undertake the following;

1. Verify that the Card is valid;
2. Note the issuing organisation, and look up the list of adaption requirements relevant to that issuing organisation; and

3. Note from the registered details on the website that the subjects in which the migrant has competence above the agreed minimum level of competence, so as to reduce the amount of adaptation required.

If the level of adaptation required is nil (or if little adaptation is required and the receiving organisation is content to do so) the receiving organisation will admit the migrant into membership on the same terms as a national of that country.

Otherwise if there is significant amount of adaptation required, the receiving organisation will communicate with the applicant what adaptation requirements will have to be met before they are admitted into full membership. In the meantime, during that adaptation period, the migrant may be admitted into a lower grade of membership. Adaptation courses will be only those determined by the bi-lateral agreement between the migrant qualifying organisation and the receiving organisation, and shall take no more than two (2) years to complete with a maximum of 180 hours of training during that period before the qualifying member is admitted to full membership of the receiving organisation, subject to satisfactory completion of the training. If it seems to the migrant that the adaptation requirements do not meet these conditions, they may complain to their national qualifying organisation which will take up the matter on his behalf with the receiving organisation.

6.Appeals

Appeals against refusal to grant a EurGeo electronic Professional card will be handled by an Appeals Committee which will meet as demand dictates, but not less than once every four months unless there are no appeals. The membership of the Appeals Committee will be determined by the periodic meeting of the European Group of Surveyors (EGoS) and will be chaired by the President or his nominee. The operating rules of the Appeals Committee shall be decided by the committee at its first meeting. It shall be possible for Appeals Committee to consider an appeal by post or by electronic

communication without meeting if it is thought to be more efficient, expeditious and desirable to handle the appeals in this manner, and there are less than 10 appeals to be considered.

The Appeals Committee will consider the documents before it – that is the applicant's details in writing of the reasons why they believe that their application should have been granted together with legally certified copies of any certificates or diplomas which they regard as being important to their case, and from the qualifying organisation a copy of the application form and the reasons why the application was declined. If either side fails to give required details within 28 days of the request for information from the Appeals Committee, the committee may take the view that the required information does not exist. The decision of the Appeals Committee will be final and no further appeals or correspondence will be considered.

The result of the appeal will be notified to the applicant and his qualifying organisation by the secretariat of the committee within 7 days of the meeting of the Appeals Committee. In the event of the appeal being upheld by the Committee, the Committee will have the power to issue a EurGeo electronic Professional card and to register the applicant on the system. It will be stressed to the successful appellant that their EurGeo registration has no effect on their standing in the member state in which their qualifying organisation it situated, and can only be used for attesting that they are qualified to a certain level and regarded as fit to practice outside that member state. The qualifying organisation will then handle the applicant's registration for renewal in the same way as if it had issued the card itself.

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