**PART A: (To be filled by Applicant)**

1. **Personal Information**

|  |  |
| --- | --- |
| Name: |  |
| Date of Birth |  | NRC No.: |  |
| Job Title |  | Organization |  |
| Contact No.: |  | Email: |  |
| Current Address: |  |
| Permanent Address: |  |
| Are you currently a registered consultant of ECD? Yes ( ) No ( **√** )If yes, please provide your ECD registration number in following bracket. ( ) |
| Area of Expertise (AoE)(Please describe field of expertise in the order of priority.) | Sr. No. | Academic Discipline\*  | General AoE\* | Specific AoE |
| 1 |  |  |  | Baseline\* |  |
| Assessment\* |  |
| Management\* |  |
| 2 |  |  |  | Baseline\* |  |
| Assessment\* |  |
| Management\* |  |
| 3 |  |  |  | Baseline\* |  |
| Assessment\* |  |
| Management\* |  |
| 4 |  |  |  | Baseline\* |  |
| Assessment\* |  |
| Management\* |  |
| Other |  |  |  | Baseline\* |  |
| Assessment\* |  |
| Management\* |  |
| e.g. | Natural Sciences | Aquatic Ecology (Fauna) | Aquatic Insect | Baseline\* | **√** |
| Assessment\* | **√** |
| Management\* | X |

Note: 1) It is mandatory that information with asterisk is required to be responded.

 2) In order to response “Academic Discipline”, please choose “**Social Sciences**” for “archaeology, geography, anthropology, cultural-ethnic studies, psychology, sociology, economics, political science, etc.” or “**Natural Sciences**” for physics, chemistry, biology, earth sciences, etc.” or “**Formal Sciences**” for computer sciences, mathematics, statistics, etc.” or “**Professions**” for “environmental studies, forestry, agriculture, medicine, social-work, public administration, law, engineering technology, architecture design, transportation, etc.” or “**Humanities**” for “human history literature, philosophy, etc.”.

3) In order to response “General AoE”, please choose from the following AoE appropriately; legal analysis, renewable energy, civil engg., electrical engg., electrical power engg., mechanical engg., mining engg., petroleum engg., textile engg., chemical engg., architecture, metallurgy, port & harbour engg., coastal engg., offshore oil and gas engg., onshore oil and gas engg., dam safety, environmental engg., irrigation, other engineering technology, forestry, agriculture, medical science, public administration, transportation, solid and liquid waste, hazardous and non-hazardous waste, hydrology, hydrogeological study, fire and explosion hazard, air Pollution, odour, noise, vibration, water quality, ground water resources, soil & sedimentary chemistry, terrestrial ecology (flora), terrestrial ecology (fauna), aquatic ecology (flora), aquatic ecology (fauna), dam ecology, terrestrial wildlife, marine ecology (flora), marine ecology (fauna), coral study, birds, marine resources, geology, geomorphology, geotechnical study, environmental science. geohazard, land use/land cover, aesthetic, meteorology, climate change studies, flooding, earthquake, cyclone, natural disaster studies, human history literature, philosophy, archaeology, geography, anthropology, cultural-ethnic studies, psychology, sociology, economics, political science, cultural heritage, community and occupational health, facilitation of meeting, industrial chemical, industrial science or engg., river engg., HSE, emergency response plan, environmental management plan, environmental management system, resettlement action plan, grievance mechanism,

4) Specific AoE is an open question type and this information will help MEAA to have depth understanding on the applicant’s proficiency. There is no guideline for applicant’s response. However it is mandatory that applicant is required to mark √ or X at “**Baseline, Assessment and Management**” in accordance with experience of applicant.

1. **MEMBERSHIP CATEGORY**

 **Student Member Affiliated Member Junior Member Associate Member**

 **Member Fellow Life Member Corporate Member**

*(Please see Attachment-1 for detailed description, requirement and payment fees.)*

1. **ACADEMIC AND PROFESSIONAL EXPERIENCE**

**ACADEMIC QUALIFICATION**

***(****If the blank spaces below are not sufficient for the information required, please attach a separate sheet.****).***

|  |  |  |
| --- | --- | --- |
| **Institution** | **Field of Specialization** | **Graduation Year** |
|  |  |  |
|  |  |  |
|  |  |  |

**WORK EXPEREINCE**

***(****If the blank spaces below are not sufficient for the information required, please attach a separate sheet.****).***

|  |  |  |  |
| --- | --- | --- | --- |
| **Position/Title** | **Organization/Institution** | **From (Month/Year)** | **To (Month/Year)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**CERTIFICATES**

***(****If the blank spaces below are not sufficient for the information required, please attach a separate sheet.****)***

|  |  |  |
| --- | --- | --- |
| **Name of Certificates** | **Organization/Institution** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **REQUIRED DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM**

Applicant is required to submit application form together with the following;

1. Curriculum Vitae (5 pages’ maximum)
2. Copies of Academic certificates
3. Two Recommendations as described in Section II
4. 2 Passport size photos (Softcopy is preferable.)
5. Any supporting documents that would support the information described in PART A.
6. Registration Fee (after membership application is accepted)
7. **DECLARATION**

I have read carefully and understand ‘**Terms and Conditions of MEAA’** described in **ATTACHMENT 2** and will further declare that I shall abide by obligations and regulation of the Myanmar Environmental Assessment Association.

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(Signature of Applicant) (Date)

1. **RECOMMENDATION**

Depending on the type of membership, applicant needs to submit, at least, two recommendation letters (either academic or professional field) together with MEAA membership application form. There is no specific format of recommendation letter. However a letter of recommendation should illustrate, at least but not limited to, professional background and contact of referee, quantitative and qualitative description on proficiency of applicant, total years of acquaintance, past working experiences and his/her specialized-area of expertise and so on. It is mandatory requirement that direct delivery of recommendation letter from referee to MEAA via meaa.info2018@gmail.com is only acceptable. Please make attention to “Membership Review Committee, Myanmar Environmental Assessment Association”.

**PART B: To be Filled and Certified by MEAA (For Official Use Only):**

|  |  |
| --- | --- |
| MEAA Registration(Membership) No.: | Membership Category: |
| Issued Date: | Expired Date: |

Approved by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name & Position)

On behalf of Membership Review Committee

**ATTACHMENT-1: DESCRIPTION OF MEMBERSHIP CATEGORY**

A person or an organization or a representative person of an organization, mentioned below can apply membership of this association. Nonetheless, applicant shall be the one who do not take duty and responsibility from any political parties. Membership fees shall be collected every 3 years for student, affiliated, junior and associated member whereas annual collection of membership fee is for member, fellow and corporate member. Hence validity of each membership depends on years of membership fee collection.

| **Type of Membership** |
| --- |
| ***(a) Student Member*** * Students who are studying in university/college level can be applied as a Student Member.
* A person who proposes to be a member that is stated in paragraph will need two recommendations from professional / academic referee.
 |
| ***(b) Affiliated Member*** * A person whose interest is willing to participate and who holds the citizenship of the Union of Myanmar can be applied as an Affiliated Member.
* A person who proposes to be a member that is stated in paragraph will need two recommendations from professional / academic referee.
 |
| ***(c) Junior Member*** * A person who holds a degree that is recognized by local or foreign university/college can be applied.
* A person who holds a diploma that is recognized by local or foreign university/college can be applied.
* Affiliated Member who has 2-year of membership and 2 years of experiences in environmental and social impact assessment, with the reliable evidences and approval of Central Committee can be applied.
* A person who proposed to be a member for this category will need two recommendations from professional / academic referee.
 |
| ***(d) Associated Member*** * A person who holds a degree that is recognized by local or foreign university/college with the 2 years of experience in Environmental and Social Impact Assessment can be applied.
* A person who holds a diploma that is recognized by local or foreign university/college with the 3 years of experience in Environmental and Social Impact Assessment can be applied.
* A person who has 5 years of experience in their associated specialization that is relevance in research can be applied
* A Junior Member who has been a member of two years in the association and one year of experience in Environmental and Social Impact Assessment can be applied.
* A person who proposes to be a member that is stated in paragraph will need two recommendations from professional / academic referee.
 |
| ***(e) Member*** * A person who is a Functional Consultant with the consultant registration certificate of Environmental Conservation Department or who hold a diploma degree or master degree and who has one year of experience in Environmental and Social Impact Assessment can be applied.
* A person who holds a master degree that is recognized by local or foreign university/college with the 2 years of experience in Environmental and Social Impact Assessment can be applied,
* A person who holds a degree that is recognized by local or foreign university/college with the 3 years of experience in Environmental and Social Impact Assessment can be applied,
* A person who holds a diploma that is recognized by local or foreign university/college with the 5 years of experience in Environmental and Social Impact Assessment can be applied,
* A person who has 8 years of experience in their associated specialization that is relevance in research and 5 years of experience in Environmental and Social Impact Assessment can be applied,
* A person who has four years of membership, as an Associate Member in the association and two years of experience in Environmental and Social Impact Assessment can be applied,
* The person who proposes to be a member for this category will need two recommendations from two persons who are from the Fellow level.
 |
| ***(f)Fellow*** * A person having Key Consultant Registration Certificate of Environmental Conservation Department and 3 consecutive years of experience in Environmental and Social Impact Assessment can be applied,
* A person holding a Ph.D. that is from recognized local or foreign university/college, having at least one national or international research publication, concerned with their associated specialization and having two years of experience in Environmental and Social Impact Assessment can be applied.
* A person who holds a master degree that is from recognized local or foreign university/college with the 4 years of experience in Environmental and Social Impact Assessment can be applied,
* A person who has 4 years of membership, as Member, in this association and 2 years of experience in Environmental and Social Impact Assessment can be applied,
* A person who is not only practically working in the Environmental and Social Impact Assessment but also actively participating in sustainable development of the association and improvement of technical know-how can propose to be a member as stated above and can be applied as a Fellow member.
* The person who proposes to be a member for this category will need two recommendations.
 |
| ***(g)Life Fellow*** * A person who has 15 years of membership and 8 years of experiences in Environmental and Social Impact Assessment can be applied.
 |
| ***(h)*** ***Honorary Member*** * Association’s faculty committee shall have the right to honour a person or an organization who/which is actively participate in development of association as an honorary member.
 |
| ***(i)*** ***Distinguished Honorary Fellow*** * Association’s faculty committee shall have the right to honour a person or organizations which are actively participate in development of association as a distinguished honorary member.
 |
| ***(j)*** ***Distinguished Honorary Patron*** * Association’s faculty committee shall have the right to honour a country’s leaders which are actively helping in development of association as a distinguished honorary patron.
 |
| ***(k)Corporate Member*** * (k-1) Company must have registration at Investments and Companies Directorate Department.
* (k-2) Company must have registration at ECD, as third party organization.
* (k-3) A company who is willing to collaborate with MEAA and meets the requirement that stated in paragraph (k-1and k-2) of section (4) of chapter (2) can be applied as a Corporate Member.
* (k-4) A company or a third-party consultancy organization, although it is not registered at ECD, who is looking forward to sustainable development and meets requirement stated in paragraph (k-1) of section (4) of chapter (2) can be applied as a Corporate member. However, meeting decision of Central Executive Committee concerning with the matter whether being accepted or objected to the membership proposal of company or third-party organization shall be informed and provided as advisory recommendation to Central Committee. Such advisory recommendation taken through the secret voting and ¾ votes of attendees in the closest Central Committee meeting and decide whether to accept or object the membership proposal.
 |

**ATTACHMENT 2: TERMS AND CONDITIONS OF MEAA**

1. **Policy**

During the stakeholder meeting of local third party organization on 28th August 2017, the policies of MEAA were decided as follow;

a) to support National Sustainable Development and safeguard natural resources;

b) to develop human resources in Impact Assessment Studies

c) to improve technical know-how in Environmental and Social Impact Assessment study

d) Promotion of environmental awareness and issues

1. **Objectives**

This association is established to implement the objectives, which have been stated below and, or to present, identify and implement subject matter as a consultancy expert and third party independent association.

1. Provision of consultancy assistance to support the tactics and strategies of national development as independent third party association;
2. Development of unity strength among local EIA firms and national scholars for sustainable growth of MEAA association;
3. Safe transfer of ESIA knowledge and technology to those who are interested throughout the nation; offer of public awareness trainings and environmental training programs;
4. Initiatives of capacity buildup programs in Impact Assessment studies through collaboration with national authorities, Non-Government Organizations (NGOs), International Non-Government Organizations (INGOs) and Civil Society Organizations (CSOs);
5. Provision of information to MEAA members for the engagement of Environmental and Social Impact Assessment study and research activities;
6. For the sake of national sustainable development and improvement of ESIA technology, engagement with international organization ;
7. Strengthening technical know-how of local EIA firms while understanding of third party consultancy service with professional ethics, duties and responsibilities;
8. Provision of best consultancy suggestions to project investors in consideration of environmental and social, cultural heritage and community safety issues to be included in ESIA project formulation and design;
9. Sharing project experience, knowledge and environmental issues to tackle the complexity of development projects through workshops, seminars, stakeholders meetings;
10. Distribution of knowledge and information regarding with the environmental impact assessment;
11. Development of national environmental data base by collaborative works between national authorities, local third party firms, Non-Government Organizations (NGOs), International Non-Government Organizations (INGOs) and Civil Society Organizations (CSOs);
12. To open sub-associations in the republic of the union of Myanmar for carrying out conveniently the process of association, if required; and
13. Formation of MEAA association as Non-Profit and Non-Political Organization.

**3. Duties and Responsibilities of Members**

1. Members shall pay the prescribed annual fees during the specified period.
2. Shall follow the described rules and regulations
3. Shall take full responsibilities that are assigned by association.
4. Shall not establish sub-groups within association which causes conflict of interest with association.
5. Prohibition of any acts and behavior that cause deterioration to the objectives of association.

**4. Code of Conducts for MEAA Members**

1. To conduct my professional activities with integrity, honesty, and free from any misrepresentation or deliberate bias.
2. To conduct my professional activities only in subject areas in which I have competence through education, training, or experience. I will engage, or participate with, other professionals in subject areas where I am less competent.
3. To take care that my professional activities promote sustainable and equitable actions as well as a holistic approach to impact assessment
4. To check that all policies, plans, activities, or projects with which I am involved are consistent with all applicable laws, regulations, policies and guidelines.
5. To refuse to provide professional services whenever the professional is required to bias the analysis or omit or distort facts in order to arrive at a predetermined finding or result.
6. To disclose to employers and clients and in all written reports, any personal or financial interest that could reasonably raise concerns as to a possible conflict of interest.
7. To strive to continually improve my professional knowledge and skills and to stay current with new developments in impact assessment and my associated fields of competence.
8. To acknowledge the sources I have used in my analysis and the preparation of reports.
9. To accept that my name will be removed from the list of self-ascribed professional members of MEAA should be found to be in breach of this code by a disciplinary task-group constituted by the MEAA Board of Directors to consider any complaint lodged against my professional conduct.

(Note: Reference is made to IAIA’s professional code of ethic. Please see in the following link: https://www.iaia.org/pdf/2014\_Membership\_Form.pdf)

**5. Entitlements/Privileges**

a) Technical Awareness Raising Committee (Technical Committee 3) which is assigned by Central Committee have to create opportunities by nomination of training candidate from the suitable members when implementing capacity building program in Environmental and Social Impact Assessment Studies with collaboration from the national government agencies, CBOs, NGOs and INGOs.

b) If there are any occasional needs of Environmental and Social Impact Assessment services or need of research activities or any possible engagements available to members, such information is informed and distributed to members in appropriate ways.

c) Occasionally, association will hold workshops and seminars in order to alleviate complexity of EIA projects. By means of sharing experience, knowledge and environmental and social information through such workshop and seminar, members will develop their experiences and knowledge.

d) The member will get benefit from distribution of knowledge and information by MEAA.

e) When member proposes to use the national environmental and social data which is collected with the collaboration from relevant government organizations, local third parties, Non-Government Organizations (NGOs), International Non- Government Organizations (INGOs), Civil Society Organizations (CSOs), Technical Awareness Raising Committee/Technical Committee (3) may allow to use data and information on the basis of evaluation on data usage proposal and receipt of commitment, depending on objectives of the data usage by the proposed member are not against the existing laws, national interest, objectives of the association and so on,

f) According requirement of Technical Committees assigned by Central Executive Committee, Lifetime Members and Fellow Member are allowed to participate in any one of Technical Committees or Lifetime Members, Fellow Member and Members are allowed to participate in a Supporting Team (1) to Technical Committee. Similarly, Associate Members, Junior Members, Student Members and Affiliated Members are allowed to participate in a Technical Committee’s Supporting Team (2) which is formed as per requirement of Technical Committees assigned by Central Executive Committee. However Supporting Team (2) is to support duty and responsibilities of Supporting Team (1) which is assigned by Technical Committee.

g) Patron, Honorary Members, Corporate Members, Associated Members, Junior Members, Student Members, and Affiliated Member have rights to attend and discuss in Annual General Meeting/Plenary Conference. Nonetheless, right to vote is not allowed. Similarly, with an invitation of Chairman, aforementioned members have rights to attend and discuss in the meeting. Nonetheless, right to vote is not allowed. Members, Fellow Members and Lifetime Members have rights to vote in Annual General Meeting/Plenary Conference.

h) It is officially allowed to use relevant initials of membership after the name: A.M.MEAA for Associated Member, M.MEAA for Member, F.M.MEAA for Fellow Member, Hon.M.MEAA for Honorary Member, Hon.Fellow.MEAA for Honorary Fellow Member, Dist.Hon.Fellow.MEAA for Distinguished Honorary Fellow Member and Dist.Hon.Patron. MEAA for Distinguished Honorary Patron.

**6. Approval of membership**

According to the section (5), after accepting submitted membership proposal by the General Secretary of the association (or) office team, a membership review committee which is assigned by the Central Executive Committee shall evaluate the proposal and submit to the nearest meeting of Central Committee and approve the membership to those who are eligible to the following criterion:

1. A person who is being approved as member has to pay the prescribed fees and annual fees;
2. Have to commit the agreement to follow the association’s rules and regulations; and
3. Have to make a commitment to take responsibilities that has given by the association.

**7. Certified Membership Card/Certificate**

If your membership application is accepted, the Certified Member Card/Certificate can be issued by criteria of Central Committee of MEAA upon receipt of your membership payment. The validity period will be two years after issued date and membership need to be validated /renewed 30 days prior to end of membership. Your membership can be validated by the receipt of your membership fee depending upon your membership level. If you want to renew your membership, reapplication of membership is suggested according to membership terms and conditions as described in Attachment-2.

**8. Ineligible membership proposal**

A proposal which is disqualified to the criteria may be applied again when it is completely meet the eligibility to the criteria.

**9. Entrance fees and Annual fees**

A person whose membership is being certified has to pay the following membership admission and Annual fee.

|  |  |  |
| --- | --- | --- |
| Member Level | Membership Admission Fee (kyats) | Annual Fee (kyats) |
| Student MemberAffiliated MemberJunior MemberAssociated MemberMemberFellowCorporate Member | 5,0005,0005,0007,00010,00010,0001,000,000 | 1,5003,0005,00010,00020,00030,000500,000 |

Central Committee can revise the admission fee and annual fees of the association accordingly.

**10. Resignation for membership, Dismissal, Termination and Appealing**

Concerning resignation, dismissal, termination and appealing of members, it is to be executed in accordance with the under following rules and regulations.

**(A) Resignation**

A member’s resignation letter is to be sent to the general secretary one month in advance, with the decision of central executive committee, a member can resign. A member’s resignation is completed and confirmed on the day of his/her informed resignation date. Any fee that is given in advance cannot be retrieved. His/her duties toward the association must be completed as well.

**(B) Dismissal**

If the central executive committee (CEC) decides a member is not suitable or necessary anyone due to certain reasons, letter of advice to discuss the member can be sent to the CEC. Through the secret voting and ¾ votes of CEC attendees, that member can be dismissed.

**(C) Termination**

Automatic termination of a member is related to under following section (10), paragraph C-1. As paragraph C-2 is the principle laid down by CEC, concerning then the decision of that team is final.

**C-1 Automatic Termination**

(1) when deceased;

(2) when rebel against established government; and

(3) when entering religious order.

**C-2 Termination from CEC**

* 1. when being charged by criminal case that would have effect code of ethic;
	2. when one’s action is against the process and objective of the association, becoming detrimental to the Association’s benefits; and
	3. when takes duties and responsibilities from one of the political parties;
	4. when being withdrawn from the status of a representative of one’s original organization;
	5. if annual membership is overdue, relevant committee is to inform in writing to the person concerned. If the written notice is being neglected and the person fails to settle the fee within two months, CEC will decide to take action;
	6. when the association is terminated according to existing law; and
	7. when other member organization that holds membership of this association is being abrogated from organizational registration by existing law.

**D. Appealing**

If the terminated member is not satisfied with the action, he/she can make appeal at the closest CEC meeting that is to be held. The decision of CEC is final.

**11. Payment instruction/Mode of payment for member fee**

Bank account information to be transferred/deposited as below:

Bank Name: AYA Bank

Account No.: 0134105010008021

Mode of payment: Direct Payment, Online Payment, Bank Transfer