

Dear Associate/Member

**Annual Affirmation**

The Council of IMCA, in keeping with its objective of raising and promoting professional standards in the management consultancy and business advisory professions, maintains an Annual Affirmation procedure for all grades of the Institute. Our intention is to obtain an annual written undertaking to adhere to the Code of Professional Conduct, and also to monitor the professional development activities undertaken.

Attached to this letter are an Annual Affirmation form and some guidelines on its completion. Everyone is required to complete and return the form not later than (date).

The Annual Affirmation covers:

- The Code of Professional Conduct, a copy of which is attached.
- A statement as to whether you are currently in practice.
- The continuing professional development (CPD) requirements.

You are also asked to maintain an annual CPD log in the format attached—a random sample of these will be audited each year. IMCA reserves the right to exclude members from membership who are not compliant with this requirement.

I am sure you will support this important development to raise and monitor standards. I look forward to receiving your completed Annual Affirmation.

If you have any comments or require any explanations, we would be very pleased to receive them. You should send your comment or questions to [admin@imca.ie](mailto:admin@imca.ie).

Yours sincerely,

**President**

Enclosed. Code of Professional Conduct

## INFORMATION ON ANNUAL AFFIRMATION

### **Section 1: Code of Professional Conduct:**

As attached.

### **Section 2: Currently in Practice:**

You are considered to be currently in practice if you are employed solely or primarily in a management consultancy or business advisory role.

Only members currently in practice as management consultants and agreeing to undertake the CPD requirement can describe themselves as 'Certified Management Consultant' and use the letters CMC. Other members can describe themselves as Members or Fellows of IMCA, or MIMCA or FIMCA.

### **Section 3: Continuing Professional Development (CPD):**

Members are asked to maintain a log of CPD activities over the year. The required 35 hours may be averaged over 3 years (e.g. Year 1, 30 hours; Year 2, 40 hours; Year 3, 35 hours).

Acceptable CPD activities must be related to management consultancy and business advice, and include:

- Attendance at conferences, seminars, workshops as a delegate or trainer
- Writing/publishing articles, monographs etc.
- Structured private reading (not more than 50% of total CPD requirement)
- Technical committee work
- Formal study or training (including distance learning)

Unacceptable CPD activities include:

- General reading of business press
- Social activities
- Activities unrelated to management =consultancy or business advice

### **Section 4: Affirmation**

A random sample of CPD Logs will be checked and further information required. The results of this checking will be published (anonymously) to the membership. Any members found to have knowingly returned an incorrect / inaccurate Affirmation will be deemed to be in breach of the IMCA Code of Professional Conduct and, therefore, subject to the Institute's Disciplinary Procedures.

**ANNUAL AFFIRMATION BY MEMBERS AND ASSOCIATES OF IMCA**

The vision of the Institute is:

“to be the body that qualifies management consultants and business advisors by establishing such professional standards that clients will want to use only members”

**All Members and Associates (Please tick as appropriate)**

**1. Code of Professional Conduct:**

I will continue to abide by IMCA’s Code of Professional Conduct (as attached) Yes

**2. Currently in practice**

I am currently in practice as a management consultant or business advisor Yes   
No

**3. Continuing Professional Development**

I intend to undertake a minimum of 35 hours of continuing professional development (CPD) during *year* Yes   
No

This is essential for members and associates but not essential for:

- members or associates not currently working as, or in practice as, management consultants or business advisors, or
- retired management consultants or business advisors.

**Affirmation**

I understand that the above information is correct to the best of my knowledge and belief, and I understand that IMCA may make enquiries or require further evidence to verify any of the above.

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Grade<sup>1</sup>: \_\_\_\_\_

Signed: \_\_\_\_\_

Please return to: Administrator, IMCA, 329, Gardner House, Wilton Place, Dublin 2.

<sup>1</sup> State which of the following applies: MIMCA, FIMCA, CMC, Associate, Retired or Member not in Practice. Members of IMCA are entitled to be designated as CMC as well as MIMCA or FIMCA provided they are operating as full-time management consultants and undertaking the required CPD. A retired member or fellow must be over 60 and no longer working as, or practising as, a management consultant or business advisor.