

## **IM-P04 INFORMATION FOR REGISTERED CONSULTING PRACTICES**

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## 1 Purpose & Scope

This document sets out procedures for application and retention by Registered Consulting Practices (RCPs) within the Institute of Management Consultants and Advisers (IMCA).

## 2 Responsibility

These procedures are managed by the Membership Review Board (MRB) of IMCA.

## 3 Documentation & References

The key documents referred to in this procedure are set out below.

Ref.	Title
IM-F01	Code of Professional Conduct
IM-F016	RCP Application Form

## 4 Overview and Definitions

Registered Consulting Practices must on an ongoing basis:

- Be engaged in the practice of management consultancy;
- Subscribe to the Institute's Code of Professional Conduct;
- Have at least 51%<sup>1</sup> of their principals designated as Certified Management Consultants, be fully paid-up Members or Fellows of the Institute and have completed / returned individual Annual Affirmation Forms issued at the start of the year;
- Undertake to encourage eligible members of staff to join the Institute and seek the CMC designation.

For this purpose:

- The Institute recognises that a management consulting practice may be either a firm which is exclusively involved in management consultancy on a commercial basis or a business unit within a larger organisation which is engaged in other commercial activities;
- Principals comprise the partners, directors and / or senior executives who have overall responsibility for their firms' management consulting practice.

Certified Management Consultant (CMC) is an internationally recognised management consultancy qualification based on strict certification requirements relating to competence, ethics and independence. Only members of ICMCI (International Council of Management Consulting Institutes) can award the CMC qualification. The Institute of Management Consultants and Advisers (IMCA) is a member of ICMCI and this procedure conforms to the ICMCI Standard for Registered Consulting Practices.

IMCA is a professional institute whose membership largely comprises management consultants and advisers engaged full-time in the professions of management consulting and business advice.

The Institute recognises that members in professional practice and their practices are central to the profession of management consultancy. These practices can range from sole practitioners to large firms which may be multi-discipline and embrace non-consulting activities.

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<sup>1</sup> 50% where the practice comprises two principals.

To assist the development of the profession and the commercial activities of its members, the Institute maintains a List of Registered Consulting Practices (RCPs). This complements the Institute's list of Accredited Consulting Practices (ACP) which covers larger practices certified by the Institute as providing high-grade, internal training for their consulting staff.

Registered Consulting Practices are included in:

- List of Registered Consulting Practices on the Institute's website.
- List of IMCA's Registered Consulting Practices in the IPA's Year Book and Diary (provided that practices are approved by IMCA before end-June for inclusion in the following year's Diary). The IPA will contact Registered Practices directly based on a list supplied by the Institute and it is the responsibility of individual practices to process the IPA's requests for information.
- Mailing list for client enquiries received by the Institute.

## **5 Entitlements**

A Registered Consulting Practice is entitled to indicate that it is an 'IMCA Registered Consulting Practice' on all documentation, letterheads, etc. and to use the Registered Consulting Practice logo. The legend and logo may only be used by a Registered Consulting Practice in connection with its management consulting activities in the following ways:

- Newspaper advertisements
- Proposals to current and potential clients
- Reports to clients
- Websites
- Business stationery
- Presentations

If a practice ceases to be a Registered Consulting Practice, it must immediately suspend all use of the Registered Consulting Practice legend and logo.

Where reference is made by a Registered Consulting Practice in contractual terms and conditions to its Registered Consulting Practice status, this should also indicate that the Institute is a professional body and that Registered Consulting Practice status does not signify any form of commercial or performance-related guarantee by the Institute.

## **6 Application Procedure**

To apply for registration, an eligible practice should complete the Registered Consulting Practice Application Form (IM-F16) and, if applicable, pay the appropriate fee. This fee is related to the size of the practice. It is based on a per capita rate applied to the total number of consulting staff in the practice but it is waived for paid-up members of the Institute. For example:

- If a firm has five consultants and all five are IMCA members or associates, no fee is payable.
- If a firm has five consultants and only three are IMCA members or associates, a fee (per capita x 2) is payable in respect of the two non-members.

Instead of becoming a Registered Consulting Practice, a larger firm should consider applying to become an Accredited Consulting Practice - contact the Institute for details.

The Institute's Membership Review Board will review applications for registration and, if satisfied, designate the applicant as being a Registered Consulting Practice of the Institute

until such time as the list of Registered Consulting Practices is reviewed or the practice ceases to be eligible.

Applications forms that are incomplete or unclear will be returned to the sender for rectification.

## **7 Appeals Process**

In the event of the Membership Review Board declining an application, the applicant can appeal this decision to the Board of the Institute by making their case in writing to the Secretary, Institute of Management Consultants and Advisers, 19 Elgin Road, Ballsbridge, Dublin 4.

The President of IMCA will appoint a sub-committee of the Board who will review the appeal and make a recommendation to the IMCA Board on it. The sub-committee will be the highest point of appeal and its decisions **will be final**.