

PERC
Participating Organisations and Recognised Professional Organisations
Application Requirements and Assessment Procedures

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1. Background

The Pan-European Reserves and Resources Reporting Committee (PERC), is an association of six Europe-based professional organisations. PERC was initially established in 2006 and was registered in Belgium as a not for profit association in 2013.

PERC was constituted to promote best practice in the Public Reporting of Exploration Results, Mineral Resources and Mineral Reserves in Europe. In this context, PERC is responsible for managing the PERC Reporting Standard. PERC serves as the Committee for Mineral Reserves International Reporting Standards’ (CRIRSCO’s) National Reporting Organisation (NRO) for Europe, including (but not restricted to) countries of the European Union, European Economic Area and the United Kingdom.

PERC’s principal activities are as follows:

- Managing and updating the PERC Reporting Standard.
- Maintaining the www.percstandard.org webpage which provides details of PERC’s objectives, organisation and activities.
- Representing the European region on CRIRSCO.
- Raising awareness of PERC, CRIRSCO and the CRIRSCO set of Minerals Reporting Standards.
- Organising and endorsing training courses and other initiatives which promote good practice in the reporting of Exploration Results, Mineral Resources and Mineral Reserves.
- Liaising with stock exchanges and regulators in Europe, including the European Stock Markets Authority (ESMA), the London Stock Exchange (LSE), the Financial Conduct Authority (FCA) and other bodies, to assist them with incorporating into their rules the use of the PERC Reporting Standard, as well as CRIRSCO-aligned codes in general.
- Participating as advisers in national and international minerals organisations and projects, including the International Raw Materials Observatory (INTRAW, www.intraw.eu) and the European Raw Materials Alliance (ERMA, www.erma.eu).

2. Participating Organisations

PERC comprises a number of Participating Organisations, each of which has a right to nominate members to the central group of members, who constitute the main committee as specified in paragraph 3.3 of the PERC Statutes. Participating Organisations may be professional associations of geologists, engineers, or other specialists involved in the preparation of Competent Person Reports on Exploration Results, Mineral Resources and Mineral Reserves, or may be industry associations, governmental or intergovernmental organisations, or other types of organisations with an interest in setting, promoting and maintaining professional practice standards in solid minerals reporting. Individual minerals companies would not normally be acceptable as Participating Organisations (Statutes 1.2).

From time to time, additional organisations may be invited to become Participating Organisations. (Statutes 1.4)

3. Recognised Professional Organisations (RPOs)

PERC does not award professional qualifications or maintain a register of Competent Persons, as defined in the PERC Reporting Standard. However, PERC maintains a list of organisations that award to eligible members professional titles that PERC recognises as suitable for meeting the qualification criteria for Competent Persons. This list is referred to as the PERC List of RPOs, and is available to download from the PERC website. The list includes the PERC Participating Organisations, and other organisations which award qualifications or provide professional registration at an equivalent level, and have codes of ethics and disciplinary procedures as specified in the PERC Reporting Standard (Statutes 2.9).

4. Procedure for becoming a PERC Participating Organisation

To become a member of PERC, an organisation's objectives and activities must contain significant elements that are aligned with PERC's founding objective of promoting best practice in the Public Reporting of Exploration Results, Mineral Resources and Mineral Reserves in Europe.

Potential members of PERC fall into two broad categories:

- a) **Professional associations** of geologists, engineers, or other specialists involved in preparing Competent Person reports on Exploration Results, Mineral Resources and Mineral Reserves. Such organisations will generally seek to become recognised as a PERC RPO at the same time (see next section of this document).
- b) **Other organisations** such as industry associations, governmental or intergovernmental organisations, or other types of organisations with interest in setting, promoting and maintaining professional practice standards in solid minerals reporting.

The procedure for becoming a PERC Participating Organisation is as follows:

- Notify PERC of an expression of interest in joining PERC.
- Provide PERC with details of the organisation's common interests and alignment with PERC's objectives.
- Provide PERC with details of how the organisation would intend to contribute to PERC's activities.
- PERC will then establish a small working group to assess the application and to make a recommendation to the PERC Executive as to whether or not to issue a formal invitation to the prospective organisation to join PERC.

- If the working group recommends that the organisation be invited to join PERC and this is accepted by the PERC Executive, then a proposal to issue a formal invitation to the organisation to join PERC will be put to a PERC General Meeting.
- Following approval by a PERC General Meeting, the PERC Trustees, as the sole governing board of PERC (Statutes 3.18), will be asked for their consent to issue of the invitation.
- The formal written invitation to join PERC will then be sent to the prospective new member.
- Following receipt of written acceptance of the invitation to join PERC and the details of its nominated representatives, from the governing body or authorised representative of the organisation, the organisation will be accepted as a new member of PERC.
- In the event that the working group recommends that the organisation should not be invited to join PERC, a written explanation of the reasons behind this decision will be provided to the organisation.

5. Requirements to become a PERC RPO

The requirements to be met by PERC RPOs are aligned with those of CRIRSCO. These requirements may be periodically updated to remain aligned with the CRIRSCO international requirements.

To be recognised as an RPO by PERC, an organisation must satisfy the following criteria:

- be a self-regulatory organisation covering professionals in the mining and/or exploration industry;
- admit members primarily on the basis of their academic qualifications and professional experience;
- require compliance with the professional standards of competence and ethics established by the organisation anywhere in the World (not just within the home jurisdiction of the organisation);
- have disciplinary powers, including the power to suspend or expel a member, for breaches of professional standards of competence or ethics anywhere in the World; and
- have and maintain documented Continuing Professional Development (CPD) requirements, including a record of periodically audited annual member CPD returns.

6. Assessment of applications to become a PERC RPO

Applications to become a PERC RPO are assessed using a standard procedure to ensure that they meet the requirements indicated above. This procedure consists of the following steps:

- On receipt of the application to become a PERC RPO, a member of the PERC Executive will be nominated to review the application.
- The applicant will be sent a copy of PERC's RPO checklist which summarises the criteria that will be assessed and will be requested to supply copies of the supporting documentation that is required (or, if appropriate, links to the web pages where these are published).
- The applicant organisation will then submit the necessary documentation for review (see further details below).
- The nominated PERC reviewer will then complete the checklist and request any additional information which may be required.
- The completed checklist, and supporting documentation, will then be presented to the PERC Executive, together with a recommendation on whether or not to accept the application.
- If approved by the PERC Executive, the recommendation to add the new RPO to the PERC list of RPOs will be presented to a General Meeting of PERC (normally the Annual General Meeting,

unless a decision is required at shorter notice, in which case an Extraordinary General Meeting will be called).

- If the application is rejected by the PERC Executive, a written explanation of the reasons behind this decision will be provided to the applicant organisation and an opportunity provided to discuss whether changes could be made in order to meet the PERC RPO requirements.

To support the assessment of an application to become a PERC RPO, an applicant organisation should provide the following information and documentation:

- Organisational details
 - Name of the professional organisation;
 - Provide copies of constitution/statutes or other relevant incorporation document(s), as evidence to confirm that the PO is self-regulated;
 - Confirm that board/management committee and required Officers and sub-Committees of the organisation are in place.
- Admission process
 - Provide details of the admission process, including the academic qualifications and professional experience requirements and membership categories;
 - Provide details of the procedures used to qualify or register Competent Persons;
 - Details of the minimum membership category/categories which satisfy the requirements for acting as a Competent Person;
 - Details of other membership categories;
 - Confirmation that membership (of the relevant RPO category) is only open to candidates with academic qualifications and professional experience sufficient to permit them to act as Competent Persons in accordance with the requirements of the PERC Standard.
- Code of conduct/ethics
 - Confirm that the constitution/statutes includes reference to a code of ethics which must be followed by the organisation's members;
 - Provide a copy of the code of ethics.
- Disciplinary Procedures
 - Provide details of the organisation's disciplinary procedures;
 - Confirm that the constitution/statutes includes a disciplinary system;
 - Confirm that the necessary elements of the disciplinary system (e.g. disciplinary committee) are in place;
 - Provide evidence that the Public can submit a complaint against any member of the organisation;
 - Provide evidence that the organisation has a process to manage any complaint about the actions of its members, including complaints from the Public.
- Continued Professional Development
 - Confirm that the organisation has a requirement for CPD and that the relevant procedures are in place;
 - Provide details of procedures and requirements to log and audit professional development activities.

The assessment of applications is carried out using a standard template which provides further guidance on the assessment process (see Appendix 1: PERC_RPO_Checklist_TEMPLATE.pdf; this document can be provided as an EXCEL file on request to the PERC Secretary at: secretary@percstandard.org).

7. Review and withdrawal of RPO status

It is anticipated that PERC may periodically review the PERC list of RPOs in order to ensure that the specified organisations continue to comply with both the PERC and CRIRSCO requirements. For instance, in recent years, CRIRSCO has introduced a requirement that new organisations applying to join CRIRSCO should have in place a system for maintaining and documenting continued professional development (CPD). In order to ensure that the requirements for all of PERC's participating professional organisations meet the RPO requirements, a full review of all members was completed in 2019 when the PERC RPO Checklist was introduced.

Potential grounds for removal of PERC RPO status include the following:

- Failure to monitor CPD activities of the relevant membership category (or categories) on an annual basis;
- Changes in the participating organisation's membership process which result in them becoming non-compliant with PERC requirements.
- Evidence that the organisation has consistently failed to effectively manage complaints about the actions of any of its members, including complaints from the Public.

If a review of the RPO status identifies issues of concern, the following process will be followed:

- The person(s) who have identified the issue will inform the PERC Executive in writing (by emailing the PERC Chairperson and Secretary) of the nature of the issue involved;
- A PERC task group will be formed to assess the issue; and to report back to the PERC Executive;
- The PERC Executive will then assess the situation and decide whether it is necessary to enter into discussions with the RPO;
- If action by the RPO is necessary, the task group will be asked to engage in discussions with the RPO to try to resolve the issue, and to report back regularly to the PERC Executive;
- In the event that it is not possible to resolve the issue following extended discussions, the task group will inform the PERC Executive accordingly;
- The PERC Executive and Trustees would then discuss the matter to determine whether it is necessary to agree on a motion to be put to a PERC General Meeting to remove the relevant RPO designation from the PERC list of RPOs;
- If the motion for the RPO to be removed from the list of RPOs is approved by the General Meeting, then a revised list of PERC RPOs will be released and PERC members will be informed of the change.

8. Termination of PERC Membership

Situations may arise where a participating organisation decides that it wishes to leave PERC, or PERC wishes to expel a Participating Organisation that has been acting against PERC's objectives. In both cases, PERC would first seek to resolve the issues involved through discussions with the Participating Organisation's representatives and officers. Termination of membership would be seen as a last resort when other methods to resolve such issues had failed.

Possible grounds for termination of membership of PERC include the following:

- Failure to pay agreed annual membership fees for two or more years (including missed payments in previous years) despite repeated requests and reminders from the PERC Treasurer;
- Failure to actively engage in PERC activities over a continuous period of more than three years;
- Failure to send representatives to two consecutive PERC AGMs without a written apology;

- Taking actions which are contrary to PERC’s objectives (for instance, failure by professional organisations to apply proper disciplinary procedures in the event of repeated instances of breaches of the code of conduct/ethics of its members in relation to Public Reporting requirements).

Where a member organisation is considering leaving PERC, the following procedure should be followed:

- The participating organisation’s representatives or officers should inform the PERC Executive in writing (by email to the PERC Secretary and Chairperson);
- A meeting between the PERC Executive and the organisation’s representatives will then be arranged to discuss the issue;
- If further discussions are required a PERC task group consisting of members of the PERC Executive and Trustees (at least two members of the PERC Executive and at least one of the PERC Trustees), will arrange to meet with nominated representatives of the participating organisation in question to see if the issues which the organisation is unhappy with can be resolved;
- The PERC task group will submit a joint report with recommendations to the PERC Executive and PERC Trustees and to the participating organisation’s board (or other decision-making body).
- If at the end of this process the Participating Organisation determines that it still wishes to terminate its membership of PERC, the organisation will officially notify PERC in writing (by email to the PERC Chairperson and Secretary). Other members of PERC would then be notified; CRIRSCO would also be informed; and the details of PERC membership on the website would be updated.

In situations where there are potential grounds for terminating an organisation’s membership of PERC, the following procedure should be followed:

- Where serious issues are identified by, or reported to, the PERC Executive a PERC task group consisting of members of the PERC Executive and Trustees (at least two members of the PERC Executive and at least one of the PERC Trustees) will assess the situation
- If the case for expulsion is confirmed, the Executive would discuss this outcome with the Trustees and agree on a motion to be put to a General Meeting of PERC (either the Annual General Meeting, or if a decision is needed sooner, an Extraordinary General Meeting would be called).
- If the General Meeting passes the motion for expulsion, the Trustees would be asked to endorse the expulsion and the Secretary would then notify the relevant contact person of the organisation.
- The PERC membership details on the PERC website and in other documents would then be updated, and CRIRSCO would also be notified of the change.

9. PERC’s Official Language

Since English is the official language of PERC (PERC Statutes, clause 7.1), correspondence concerning applications to join PERC, or to be added to the PERC list of RPOs, should be in English, and where relevant, an English translation of key supporting documents should be provided.

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This policy was formally adopted as an official PERC policy at a PERC Extraordinary General Meeting which was held online on 25 March 2022.