



EIA CONSULTANT REGISTRATION SCHEME

1.0 INTRODUCTION

1.1 Background

This new EIA Consultant Registration Scheme 2007 will replace the previous EIA Consultant Registration Scheme. It is designed to improve the standard of professionalism among EIA practitioners by ensuring that they have the minimum qualifications and skills required to conduct an environmental impact assessment study. It is expected that this will lead to significant improvements in the quality of EIA reports produced and submitted to the Department of Environment. All EIA consultants registered under the previous scheme are required to submit fresh applications. These applications will be reviewed based on the new criteria and requirements.

1.2 Legal requirements

Registration under this scheme will be made a legal requirement under the Environment Management Act (2005) and the EIA Process Regulations (2007).

2.0 REGISTRATION CATEGORY

Registration is open for individuals and divided into three categories namely, EIA Team Leader, Technical Expert and Assistant Consultant. Applicants may apply for any registration category appropriate to their skills and experience. For the EIA Team Leader applicant may select up to five areas of expertise from the list provided in Section 4. For Assistant Consultant category, each applicant may select up to three areas of expertise from the list provided in Section 4. Candidate who chooses more than minimum required areas will automatically be required to attend an interview.

Technical Expert may only indicate four areas of expertise. Application can be made using **Form A: Registration Application**

Note:

Registration is open for Fiji and non Fiji residents.

2.1 Team Leader

EIA Team Leader should have at least 7 years experience in general environmental management and a minimum of 5 years of experience in EIA and be actively involved in EIA studies on regular basis. EIA Team Leader must have a good understanding of EIA processes and local regulations concerning environmental matters and planning. EIA Team Leader must possess basic environmental management knowledge and skills and must be familiar with environmental assessment techniques and mitigating measures. Under the new scheme, consultants are allowed to select up to five different areas of specialization within which to work. However, final decision will be made by the Registration Committee based on the qualifications and experience of the consultants. EIA Consultants must have sufficient competency in the areas that they wish to work and possess excellent writing and communication skills.

Note:

Registered EIA Team Leader is allowed to accept any offer to conduct EIA study for any prescribed activities; however, he/she must ensure that his study team is sufficiently competent to conduct the study. Therefore, in cases where detailed assessment is needed for certain environmental impacts, the EIA Team Leader shall consider engaging other registered EIA Team Leaders or Technical Expert to be in his team. The judgment on the expertise needed shall be based on the nature of the proposed activity, locality and possible significant impacts. Detailed information on team members such as registration number, academic background and his registered areas must be included in the EIA report.

2.2 Technical Expert

Technical Experts should have an in depth knowledge in any field indicated in list provided in Section 4. Technical Expert is allowed to choose only four areas of expertise. Further explanation on the expertise may be further clarified by the candidate in the application form. Experience in EIA or environmental management is not required. However, Technical Expert is not permitted to lead an EIA study team.

Note:

Applicant that fulfills requirements for EIA Team Leader and Technical Expert may apply to be registered under both categories.

2.3 Assistant Consultant

Under this Scheme, Assistant Consultants are considered to be individuals involved in EIA Studies at trainee level. Assistant Consultants must work under the supervision of a registered Team Leader. Once they fulfill the minimum requirements, Assistant Consultants may upgrade their registration to Team Leader.

Note:

Assistant Consultant without the minimum academic requirement (first degree), will not be able to upgrade their registration, even if they fulfill other conditions.

3.0 ROLES AND RESPONSIBILITIES IN EIA STUDIES

The roles and responsibilities of EIA Team Leader, Technical Expert, Assistant Consultant and Project Developer are described in this section. Any EIA study team must comprise of at least one registered Team Leader and any number of Technical Expert and/or Assistant Consultants. A study team shall have at least two registered individuals.

3.1 Roles and responsibilities of EIA Team Leader

General duties of EIA Team Leader shall include (but need not be limited to) the following tasks:

- (i) To conduct the study based on the scope of study or approved TOR
- (ii) To guide Assistant Consultants within the team
- (iii) Prepare write up for the related sections. Draft may be prepared by an Assistant Consultant but the final version must be thoroughly examined and approved by the EIA Consultant

3.2 Roles and responsibilities of Technical Expert

General duties of Technical Expert shall include (but need not be limited to) the following tasks:

- (i) To conduct specific studies and/or assessment based on the scope of study or approved TOR.
- (ii) Prepare write up for the related sections.

3.3 Roles and Responsibilities of Assistant Consultant

General duties of Assistant Consultant shall include (but need not be limited to) the following tasks:

To assist the EIA Team Leader in carrying out the study. Assistant Consultant must work under the supervision of an EIA Team Leader. The tasks of Assistant Consultant may include sampling, data collection and literature review.

3.4 Special tasks for EIA Study Team Leader

The study team leader will have the following additional tasks:

- (i) To select team members. Members must be selected based on the needs and nature of the prescribed activity. The team leader is responsible for ensuring team members selected are sufficiently competent to conduct the relevant study.
- (ii) To undertake the scoping exercise for the proposed study; and if required; shall produce the TOR to be submitted to Department of Environment. Scoping exercise shall include thorough discussion with all team members and other interested parties.
- (iii) To coordinate and assign tasks to team members.
- (iv) To be responsible over the quality control aspects of the report, particularly in terms of information coordination and report presentation.

3.5 Other matters

3.5.1 Responsibility of all team members

All study team members are responsible for any content that they have control of. However, the team leader must supervise the work produced by the team. Team leader as a competent and experienced EIA Team Leader shall be able to provide some guidance for other team members on the depth of study or assessment required, and does the overall quality check on the report. Editing of the report, in terms of language and clarity may be undertaken by any team member deemed to be competent.

3.5.2 Responsibility of project developer

Project developer shall carefully select his EIA Consultant from the list of registered consultants published by the Department of Environment. Selection shall be based on competency and experience of consultant. For certain activities, it may be useful to select consultant with the relevant sectoral experience. Project developer shall provide relevant specific information about his proposal e.g. proposed project concept and specific or unique industrial process to assist the study team. In the case where developer has to disclose confidential information such as patented design or process, the developer may arrange for a confidentiality agreement for his consultants. Any information that may influence the assessment and study findings must be provided.

The project developer shall read the report and acknowledged that he understands and agrees with the proposed mitigating measures indicated. The developer however, shall never influence the study findings.

4.0 AREA OF EXPERTISE

EIA Team Leader and are allowed to choose a maximum of five areas of expertise. Assistant Consultants are allowed to choose a maximum of three areas of expertise for the first three years of registration which could be varied at the fourth year. Selection shall be based on the individual's academic qualifications, training and experience.

However, the registration committee will make the final decision on the areas of specialization that may be granted to an applicant. Evidence, in the form of certificates or examination results, must be submitted with the application. Applicant must have obtained basic formal training for all areas chosen to ensure sufficient understanding on the subject matter. Technical Experts is allowed to choose only four areas of expertise. Applicants are also allowed to indicate any other fields, which may be relevant in EIA study.

Table 1: Areas of expertise for Environmental Impact Assessment study are as follows:

Forestry	Hydrogeological study
Ecological studies	Archaeology

Fisheries	History
Hydrology	Traffic impact assessment
Water quality	Social impact assessment
Waste water	Economic valuation/ economic analysis
Noise & vibration	Health impact assessment
Air quality and odour	Quantitative risk assessment
Landscape & visual	Chemical processes
Geology & soil Geotechnical study	Industrial processes (other than che processes)
Geomorphology	Land use planning
Mining	waste management
Quarrying	General environmental management
Coastal Processes	Marine flora/ fauna
Others (please specify)	

Note:

Specific information on the field of expertise can be further clarified in the Application Form. For example, you may indicate environmental models that you are familiar with; as well as your sectoral experience.

5.0 REGISTRATION CRITERIA AND REQUIREMENTS

Table 2: Registration criteria for EIA Consultant, Subject Specialist and Assistant Consultant

CRITERIA	EIA CONSULTANT	Technical Expert	ASSISTANT CONSULTANT
Academic qualification	<p>Degree in sciences, technology or engineering.</p> <p>Applicants with other non-technical or sciences degree may only work within their academic specialization.</p> <p>PhD with minimum 3 years of working Experience in the selected field.</p>	<p>Degree with minimum 7 years of working experience in the selected field or Masters degree with minimum 5 years of working experience in the selected field</p>	<p>Degree in sciences, technology or engineering. Applicants with other non-technical or science degree may only work within their academic specialization or Diploma in sciences, technology or engineering.</p>
General environmental management experience	Minimum 7 years	Not required	Minimum 1 year
EIA related experience	Minimum 5 years	Not required	Not required
Minimum number of EIA reports approved	5 reports	3	Not required

Core competencies	<p>(i) Attendance of formal EIA training (evidence to be supplied)</p> <p>(ii) Sufficient understanding of EIA processes (e.g. : scoping, screening, impact assessment, mitigating measures, monitoring, report writing, preparation of EMP, project management skills)</p> <p>(iii) Sufficient understanding of environmental & planning regulations in Fiji</p> <p>Evidence on the expertise (core competencies) in the form of certificates or examination results must be submitted together with the application</p>	<p>Must be highly competent in the selected field (evidence to be supplied).</p> <p>Technical Expert must be able to perform detailed study and detailed assessment which may include modeling</p>	<p>(i) Attendance of formal EIA training (evidence to be supplied)</p> <p>(ii) Basic understanding of EIA processes (e.g : scoping, screening, impact assessment, mitigating measures, monitoring, report writing, preparation of EMP, project management skills)</p> <p>(ii) Basic understanding of environmental & planning regulations in Fiji</p>

6.0 OTHER REQUIREMENTS

6.1 References

Applicants must name two (2) individual referees who can verify his/ her capabilities, skills, knowledge and experiences. Applicants must advise the selected referees of their nomination and get advance consent. Applicants will need to fill in basic information in Form B: Referee and submit it to the referee. The referee needs to submit the completed Form B: Referee Assessment directly to the Department of Environment.

To increase the chance of successful registration, the applicant must carefully select the referees. As a general guideline, suitable referees could be individuals that:

- Have good reputation and highly respected in the field of environment management
- Were the applicants previous employer or supervisor, preferably in the area of environment management or the area of his/her expertise
- Are the applicants current employer or supervisor
- Have known the applicant for a minimum of three years

6.2 Interview

An interview will be conducted for applicants who choose more than five areas of specialization. For other applicants, interview will be conducted on case by case basis (e.g: if further clarification is needed or based on recommendation from referee).

6.3 Personal Attributes

Applicants for registration should be able to demonstrate the personal attributes necessary for conducting environmental impact assessment. Desirable personal attributes are:

- (i) Competence in clearly and fluently expressing concepts and ideas, orally and in writing;
- (ii) Good interpersonal skills;
- (iii) Independence, strong motivation and objectivity when undertaking consultancy responsibilities;
- (iv) Personal organization skills necessary to conduct the environmental assessment effectively and efficiently;
- (v) The ability to make professional judgment based on study findings;
- (vi) The ability to react with sensitivity to the conventions and culture of the organization, site or region in which the EIA study is performed.

Note :

Individual with any serious criminal offence (e.g.: bribery, criminal breach of trust, misappropriation of fund) that could affect his integrity and professionalism, will not be considered.

7.0 CODE OF PRACTICE

All applicants must sign and agree to abide by the Code of Practice, which is designed to ensure that registered individuals act in an ethical and professional manner.

All registered individuals shall:

Act professionally, accurately and in an unbiased manner;

Strive to increase the competence and prestige of the environmental impact assessment profession;

Assist those under my supervision (if relevant) in developing their management, professional and environmental impact assessment skills;

Not to undertake any job that I am not competent to perform;

Not to represent conflicting or competing interests and to disclose to any client or employer any relationship that may influence my judgment;

Not to accept any inducement, commission, gift or any other benefit from any interested party or knowingly allow colleagues to do so;

Not to intentionally communicate false or misleading information that may compromise the integrity of any EIA study; and

Not to act in any way that would prejudice the reputation of the EIA Consultants Registration Scheme or the environmental consultants registration process and to co-operate fully with any inquiry in the event of any illegal breach of this code.

8.0 APPEAL

In cases where applications are not approved, the applicants are entitled to appeal in writing. The appeal must be received by the Secretariat within 1 MONTH from the date of rejection letter issued by DOE.

9.0 RELATED FEES

Processing fee

The structure of the processing fee is indicated in Table 3:

The processing fee will not be refunded if the candidate fails to meet the criteria for a particular category. However, applicants rejected for the EIA Consultant category but fulfill the minimum requirements for an Assistant Consultant will be automatically registered as Assistant Consultant. Applications must be sent to:

Secretariat
EIA Consultants Registration Scheme

Environment Impact Assessment Unit
Department of Environment
2nd Floor Harm Bing Naam Building
Brewster Street
Suva
Or
P.O.Box 2109
Government Buildings
Suva
Tel: +679 331 1699
Fax: + 679 331 2879
Email: eiafiji@connect.com.fj

Note:

- (i) Payment must be made payable to Director, Department of Environment.
- (ii) Applicant for EIA Consultant & Technical Expert category shall pay processing fee for both categories; however, application may be submitted in the same form.

Table 3: Outline of Processing Fee

CATEGORY	PROCESSING
(i) Team Leader	FJD 300
(ii) Technical Expert	FJD 200
(iii) Assistant Consultant	FJD 100

10.0 REGISTRATION RENEWAL

10.1 Requirements for renewal (Refer Table 4)

- 10.1.1 Team Leader is required to renew their application every three years. Once registered, there is no requirement on the minimum number of actual EIA reports to be conducted every year. However, to qualify for renewal, the consultant must fulfill a minimum of five (5) qualifying EIA experiences.
- 10.1.2 Technical Experts are required to renew their registration every five years. To qualify for renewal, the consultant must fulfill a minimum of five (5) qualifying EIA experiences.
- 10.1.3 Assistant Consultants are also encouraged to attend related trainings to improve their knowledge and be exposed to new development or techniques in environmental management.

10.2 EIA qualifying experiences

As a general guideline, acceptable activities qualifying for EIA experiences are:

- (i) Participation in TOR preparation for EIA
- (ii) Participation in EIA study
- (iii) Participation in Environmental Assessment or Site Assessment
- (iv) Participation in preparation of EMP
- (v) Involvement in preparation of any EIA guidance documents or any other environmental and technical guidelines
- (vi) Study or research related to the consultant's expertise

10.3 Summary of requirements for renewal

Table 4: Summary of requirements for renewal

Requirements for Renewal	EIA Consultant	Technical Expert
Renewal Fee	FJD 150	FJD 100
EIA qualifying Experience	5	5
Continuous Evaluation Process	Demonstrate satisfactory performance	Demonstrate satisfactory performance

Note:

- (i) Renewal of registration will not be granted, unless all requirements for renewal are fulfilled. However, final decision will be made by the Registration Committee appointed by the Director of Environment.
- (ii) Assistant Consultant is not required to renew their registration; however they can be deregistered following failure to adhere to Code of Practice

11.0 REGISTRATION UPGRADE

Assistant Consultants who wish to upgrade to the EIA Consultant category once they have attained the necessary requirements will have to make fresh application under the EIA Consultant category. The new application will be charged accordingly. Technical Experts may also apply to be registered as EIA Consultants once they have fulfilled all the necessary requirements.

12.0 TEMPORARY REGISTRATION

Temporary registration for special cases may be granted by the Director for foreign experts under the Technical Expert category. However, the same minimum requirements are applicable, and need to be proven with relevant documents. No fee will be charged for the temporary registration. Application by foreign experts for long

term registration will subject to the same procedure and requirements as their local counterparts.

13.0 DEREGISTRATION AND SUSPENSION

Registered individuals can be deregistered or suspended if they fail to comply with the Code of Practice or fail to fulfill the minimum requirements and qualifying EIA experience or other reasonable grounds. The committee set up under this Registration Scheme will make the final decision.

14.0 CONFIDENTIALITY

All information and material submitted to the Department of Environment is confidential. However, for the purpose of ensuring the provision of correct information to potential users, such as project developers, the Director may publish relevant information on the registration scheme.

15.0 PROFESSIONAL INDEMNITY INSURANCE

The Department of Environment encourages all registered individuals to obtain their Professional Indemnity Insurance.
