

## Guidance for completing the Fellowship Nomination Form

### Introduction.

The requirements for Fellowship are contained in the Constitution (see By-Laws Clause 1 below). The Constitution is ‘owned’ by the members collectively and approved by the annual general meetings whose agendas are published in advance. In this respect it is the members who have established the criteria for Fellowship.

It is the task of the Nominations Committee to assess every Fellowship nomination and it is the responsibility of Council to elect the recommended nominations into Fellowship. There are then two safeguards in the vetting procedure.

The purpose of Fellowship in The Nautical Institute is to give recognition to those who have made a significant contribution in the nautical sphere. Fellowship is not competitive in that candidates are assessed against each other. There are no constraints in Fellowship such as limited numbers. The only need is to meet the criteria laid down in the Constitution.

### The Criteria.

The Constitution By-Laws lay down the following criteria for Fellowship.

#### 1. Fellowship of The Nautical Institute.

##### 1.1 To be elected a FELLOW (F.N.I.) the Candidate must satisfy Council that he/she:

1.1.1 Has been a member of the Institute for at least five years continuously prior to nomination, and

1.1.2 Has in the opinion of the Council made significant contribution to the advancement of nautical science, the maritime profession, or the objectives of the Institute; and

1.1.3 Has held a position or positions of superior professional responsibility for an aggregate of at least three years.

##### 1.2 To be re-elected a FELLOW (F.N.I.) the Candidate must satisfy the Council that he/she:

1.2.1 Was previously a Fellow of the Institute and has rejoined as an Associate Fellow; and

1.2.2 Has in the opinion of Council continued to make significant contribution to the advancement of nautical science, the maritime profession, or the objectives of the Institute.

##### 1.3 To be elected a FELLOW (F.N.I.) on entry from another professional body aligned with The Nautical Institute the Candidate must satisfy Council that he/she:

1.3.1 Is currently a Fellow of the aligned professional body; and

1.3.2 Council is satisfied that the criteria for election as a Fellow of that body are compatible with the criteria for election as a Fellow of The Nautical Institute.

#### 8. (i) Any person desirous of election as a Fellow shall be proposed by two Fellows of The Nautical Institute.

Where a Member does not know two Fellows to provide this support, Council may accept Testimonial support from two Members of standing.

(ii) Any person desirous of re-election as a Fellow shall be proposed by the Chief Executive to Council’s Nominations Committee on the basis of a completed Nomination Form without the need for supporting testimonials.

(iii) Proposals for election or re-election shall be delivered to the Chief Executive, who shall lay before Council such as are duly completed. Council shall cause the names of those candidates nominated for election or re-election as Fellow, Associate Fellow, Member, and Associate Member whom they approve to be published in the Journal of the Institute. Council may without assigning any reason withhold or withdraw their approval from any candidate.

(iv) A candidate elected shall be admitted on payment of such entrance or transfer fee and annual subscription as the By-Laws may prescribe. Until thus admitted a candidate shall not be entitled to any of the rights or privileges of membership.

### Administration.

All Fellowship applications must be fully documented on a Fellowship Nomination Form available from Headquarters. Certain standard information is required by all nominees which include: Name, address, current position, or previous position of superior responsibility, date of birth and date elected as a member. The criteria by which all candidates were elected a member are reviewed by the staff and all certificates verified.

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For this reason all nomination forms should be returned fully completed not later than 30<sup>th</sup> September for the Nominations Committee meeting in late October.

### **Assessment.**

The committee reviews each Fellowship Nomination only on its merits. It is therefore up to the nominee to ensure that he or she can justify the claim for Fellowship. It is not sufficient for proposers and seconders to make out a strong case for election with a weak nominee section and it is not acceptable to have a well worded nominee section without good written support from the proposer and seconder. The form is considered as a whole and it is considered helpful if all sections are completed so as to provide a complete view of the candidate's professional career, continuing professional development (CPD) and significant contributions.

Each candidate is then assessed against the criteria laid down in the Constitution and there are **four** elements that have to be fully satisfied before the Nominations Committee will put forward candidates for election by Council.

### **The Elements in the Assessment.**

#### **1. Five years membership of The Nautical Institute.**

For new Fellowship nominations the dates must be current and continuous prior to nomination, and will be verified (see Section 1 of the Form). The date against which five years is assessed is from 1<sup>st</sup> November. Special rules apply for previous Fellows who have rejoined the Institute and for Fellows joining from another aligned professional body as per the By-Laws reproduced above.

#### **2. Hold a Position of Superior Responsibility**

These positions are no longer defined in the Institute's By-Laws as they cover a wide spectrum within the maritime industry but they will include command of sea-going ships and senior management positions ashore. They must be held for at least three years. They will be assessed from the information in Section 2 of the Form.

#### **3. Significant Contribution to the Advancement of:**

This has to signify an above average contribution to the nautical sphere in at least one of the categories detailed below. It can be assessed as a special study, a leadership role, a voluntary commitment, or the promotion of a new practice or service or development. The Committee is looking to differentiate the person who is 'time served' and the person who has contributed significantly. The contribution does not have to be linked to the employer, an establishment or the Institute but it must be objective and specified otherwise the Nominations Committee will be unable to appreciate its significance. These details should be entered in Section 3 of the Form.

It is possible for a candidate to have contributed in a variety of ways such that the significant contribution is a combination of elements, for example the implementation of a new development, the training programme and the professional application for work or safety. In this case the candidates would be judged not so much on a specific project but the general contribution to nautical development. Another candidate might be put forward for election with respect to his or her contribution to improving professional standards in a general way or contributing to a charitable occupation linked to the aims of the constitution or voluntary service in other relevant ways.

##### **3.1 *Nautical Science***

Nautical science is the generic term used to define objective study into activities which affect maritime operations. It can range from human factors to maritime operations; the strength of mooring systems; the calculation of windage and its effects; determining bollard pull; loss prevention based upon sound principles and management, where supported by detailed strategic analysis and performance indicators; design of new technology and its application; or academic research providing solutions to professional issues. In general there should be a specified purpose,

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the response to meet the purpose and an evaluation which can be verifiable. Disciplines such as quality and environmental studies can also be considered.

### 3.2 *The Nautical Profession*

The nautical profession in this context is defined as the knowledge, skill and ability to control seagoing craft together with their attendant operational requirements such as cargo carrying, special operations, naval operations, port operations and fleet management. Similarly, personnel working in supporting services such as educationalists, researchers, advisors and other experts may come under this definition.

When verifying a significant contribution the Nominations Committee is looking for evidence of best practice, good standards, leadership and encouragement of professional working methods which are compatible with new technological developments, changing legal requirements, economic performance or excellence in a military context. **It is considered that ALL candidates should be able to provide pertinent information in this section with evidence of CPD which may be through a verified record such as is available from the Institute's CP web portal system.**

Examples might include introducing computer based systems on board with appropriate training, the development of a new course; major initiatives to develop better practices; significant contributions to industrial fora or representative bodies; original work related to a project, leadership, exceptional seamanship, and operations or liaison in a naval environment.

### 3.3 *The Objectives of The Nautical Institute*

These objectives inevitably overlap with the previous elements and are defined in the Constitution as follows:-

2. The objectives of “The Nautical Institute” are to promote and co-ordinate in the public interest the development of nautical studies in all its branches so as to:

- (i) *Encourage and promote a high standard of qualification, competence and knowledge among those in control of seagoing craft including non-displacement craft.*
- (ii) *Facilitate the exchange and publication of information and ideas on nautical science, and to encourage and publish appropriate research.*
- (iii) *Establish and maintain appropriate educational and professional standards of membership.*
- (iv) *Liaise with and influence Government Departments and other bodies concerned with statutory and other qualifications, and with universities and other educational institutes and authorities in the furtherance of education and training in nautical science and practice.*
- (v) *Encourage the formation of Branches worldwide.*

3. The Institute seeks to represent the professional views of its members to and within the international, national and local bodies considering the safety and efficiency of shipping operations.

Examples where individuals have demonstrated a significant contribution occur particularly amongst branch committee members and branch officers e.g. the development of the branch membership and activities. Similarly, activities like Scheme examining, editing the Institute's confidential Mariners' Alerting & Reporting Scheme or other publications, authoring articles or books, and contributing to the Institute's main committees or working groups, Council, or Executive Board are particularly relevant. **It is considered that ALL candidates should be able to provide pertinent information in this section whether they have been active in branch or other working groups of the Institute or not.**

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### 3.4 *Other Voluntary Contribution*

There are many ways that an individual may contribute to the profession and welfare of seafarers and others in the maritime industry through charitable and / or voluntary bodies that may not fit into sections 3.1 to 3.3 above. This section should be used to provide evidence of such work.

### 4. **Proposal and Support**

The Constitution By-Laws require the Proposer and Seconder, who must be existing Fellows except as provided below, to state in writing in Section 4 of the approved Form why they are supporting a particular candidate. Proposers and Seconders must imagine that they are on the Nominations Committee and have to sit in assessment concerning a candidate they do not know. The only information available is that provided on the Form by the Nominee, Proposer and Seconder. In exceptional circumstances, the Proposer and Seconder may complete the entire Nomination Form on behalf of their nominee and submit it without his/her knowledge. The guidance above still applies for the completion of each section and the same thorough level of assessment will apply. It is the responsibility of the Proposer to inform the Secretary if this dispensation is required.

All Fellows (or other supporters) have a responsibility to uphold Fellowship Standards and the written testimonial is essential. Phrases like “I thoroughly support this nomination” without stating why, are unsatisfactory – Proposers and Seconders must take time to explain specifically (in not less than thirty words) why they support a particular nomination. It is not sufficient to merely reproduce elements of the candidate’s career biography. Two examples follow.

#### *Example 1*

I thoroughly support this nomination because...(name)... has demonstrated he/she has outstanding abilities in the field of ..... In this respect he/she has made a significant contribution to ..... , and this work is recognised fully by (named individuals/organisations) for its special value in improving .....

#### *Example 2*

I have known .....for ..... years and have worked with him/her on ....(particular project).....He/she has made a significant contribution in the following ways.....

If you are asked to support the nomination of a candidate that you do not really know well enough to make a clear recommendation for election to Fellowship, you should politely refuse to do so. Similarly, if you know the candidate well but have doubts as to his/her significant contribution over and above just doing their job professionally, you should politely refuse support.

Where a Nominee does not know two Fellows to provide this support, Council may accept Testimonial support from members of standing in place of one or two of the Fellows.

### **Conclusion.**

The aim of the Nominations Committee is to maintain a uniform standard for Fellowship. This is not always popular but all Fellows and members can be assured that, in so far as it is possible, personal bias is avoided and only the truly deserving are elected.

### **Completion and Return of the Nomination Form.**

The Nomination Form may be requested from The Secretary, Nominations Committee, The Nautical Institute, 202 Lambeth Road, London SE1 7LQ (Tel. No: 020 7928 1351; email [j1@nautinst.org](mailto:j1@nautinst.org)) and will normally be emailed from the Institute as an MS Word file. It may then be emailed, faxed or posted back to the Secretary but please note that original signatures are required where indicated.